ce broker

Automate & Simplify

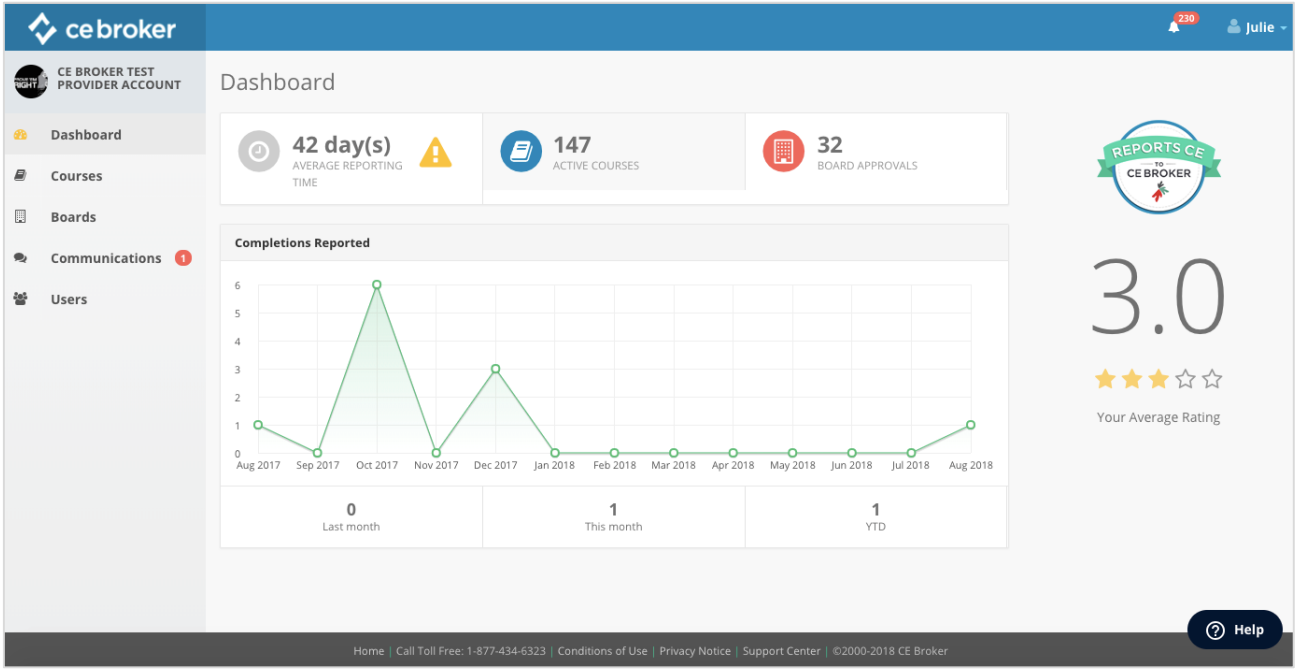
> Register to provide CE, report completions, and grow your business with CE Broker.

CE Broker Provider Suite Online Training

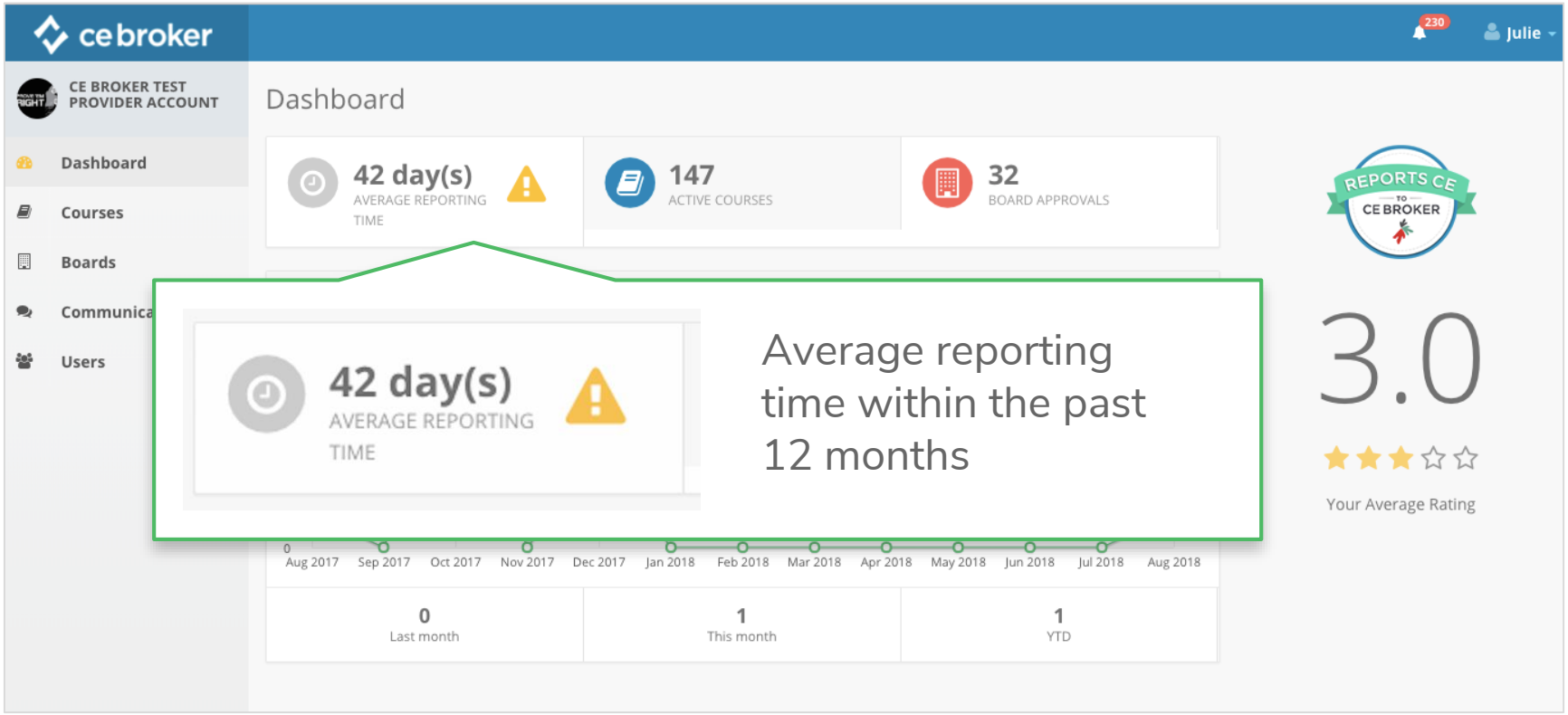
- Dashboard
- Courses
- Upload Rosters
- Boards
- Communication
- Users

Dashboard

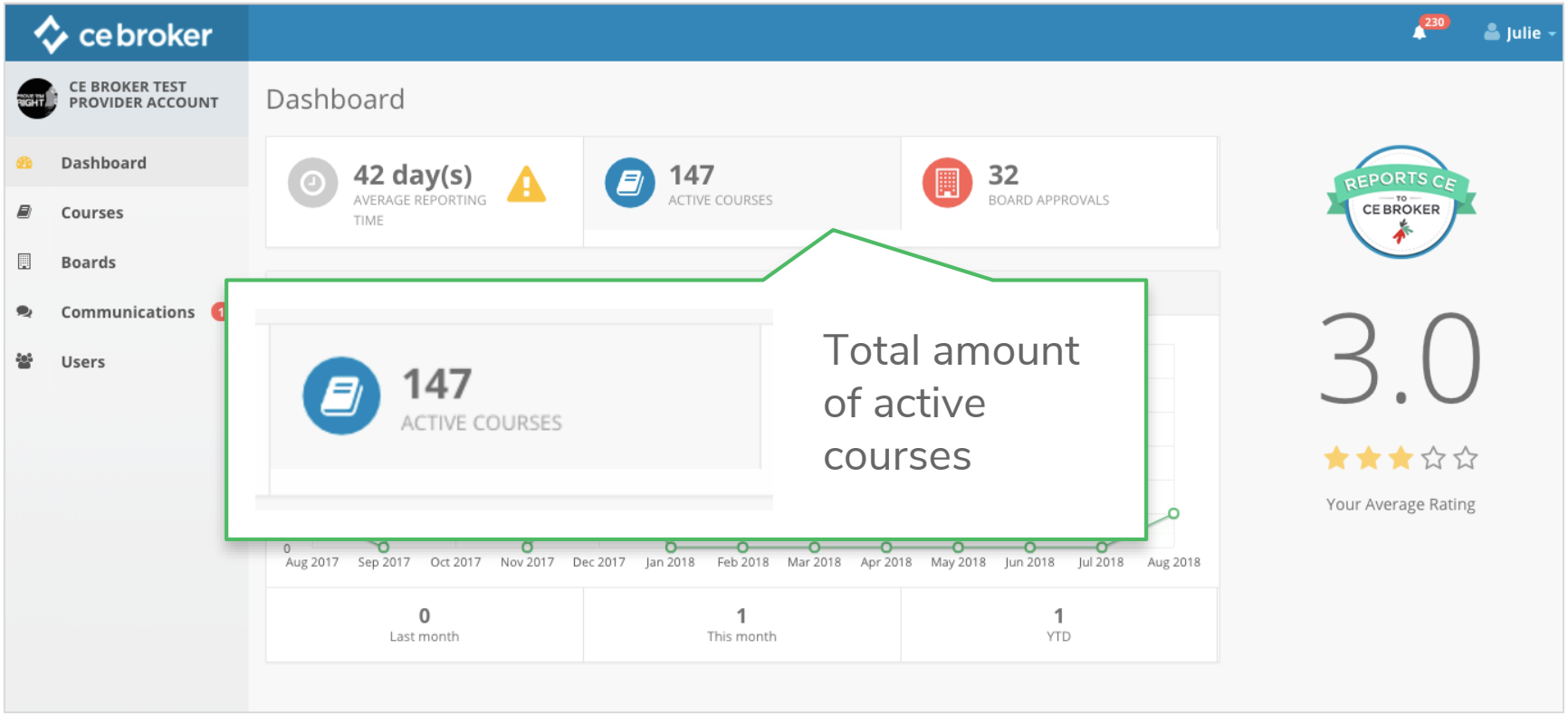
- The dashboard offers a snapshot of a provider's performance, course offerings, and approvals



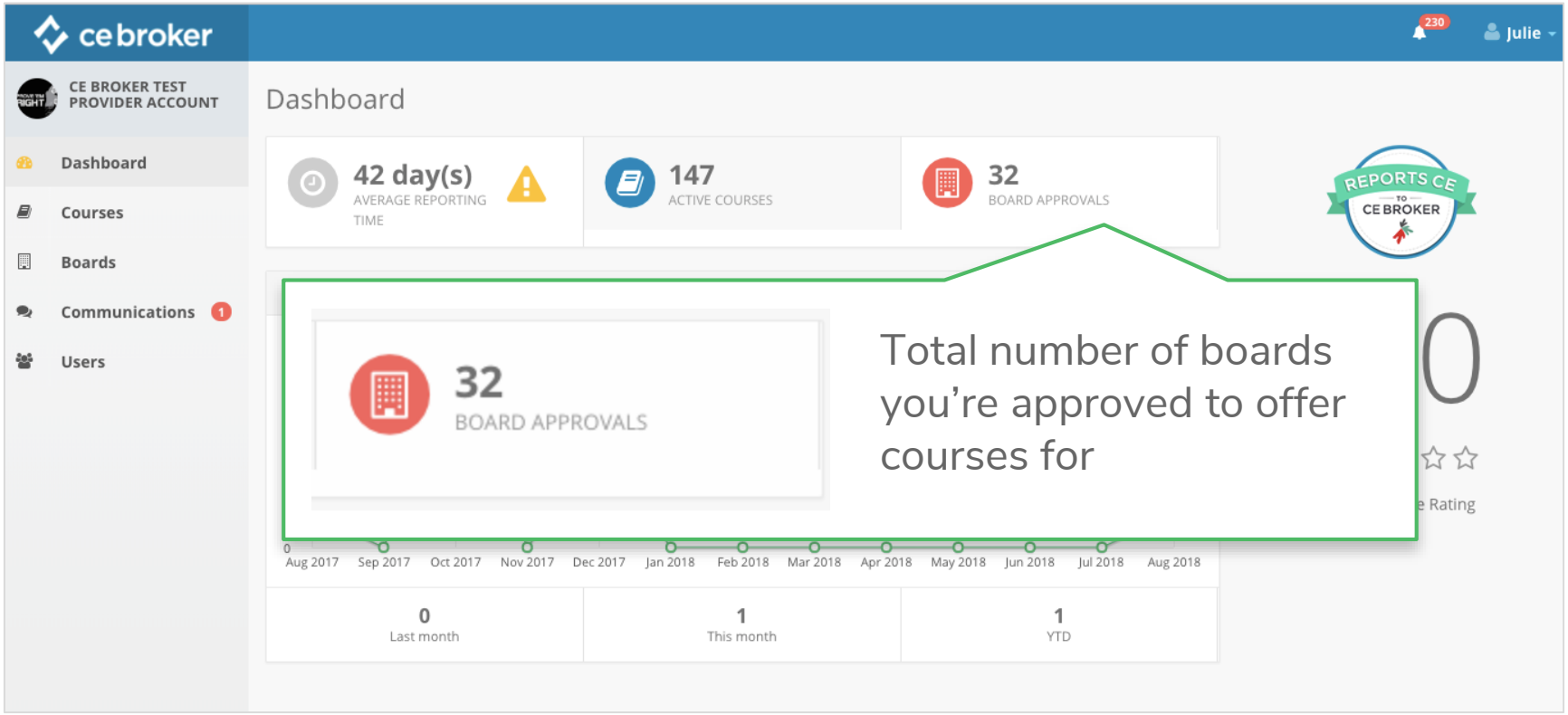
Dashboard | Breakdown



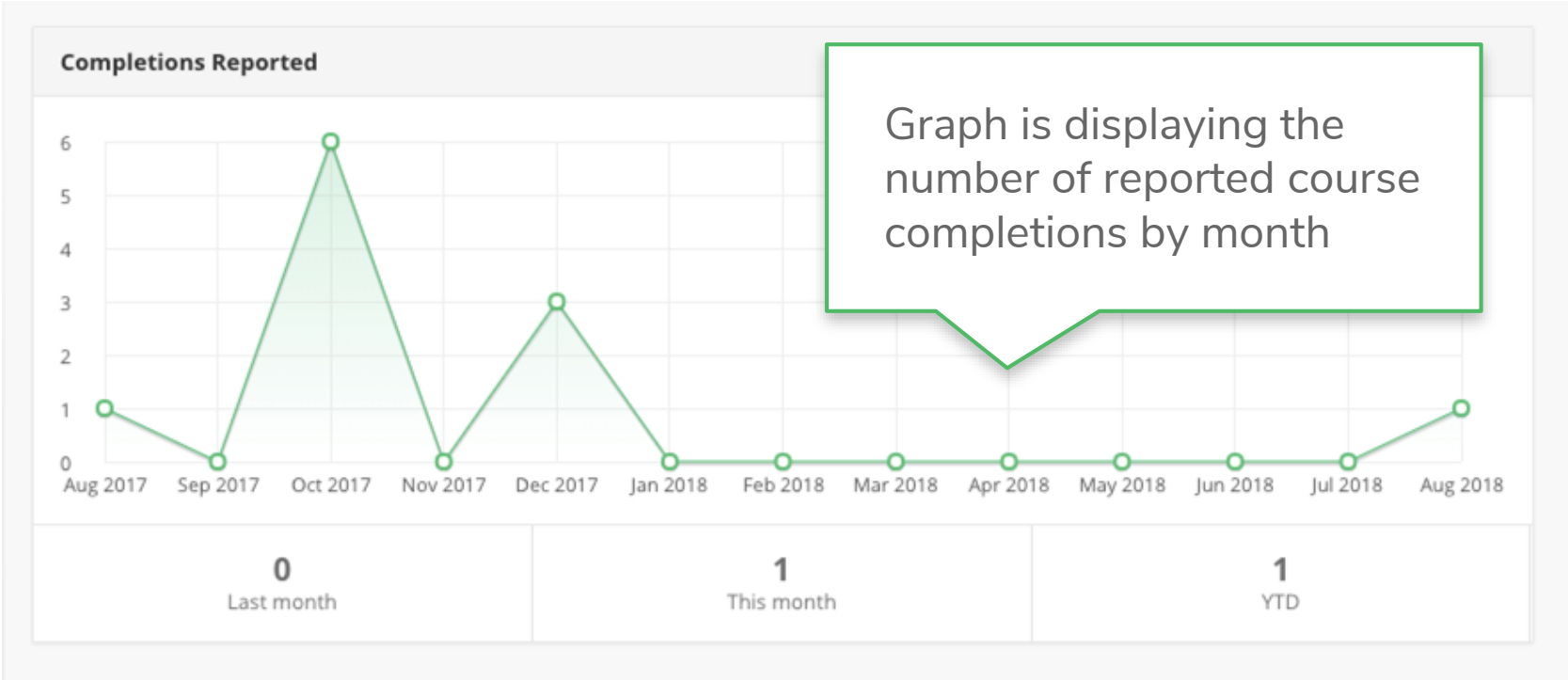
Dashboard | Breakdown



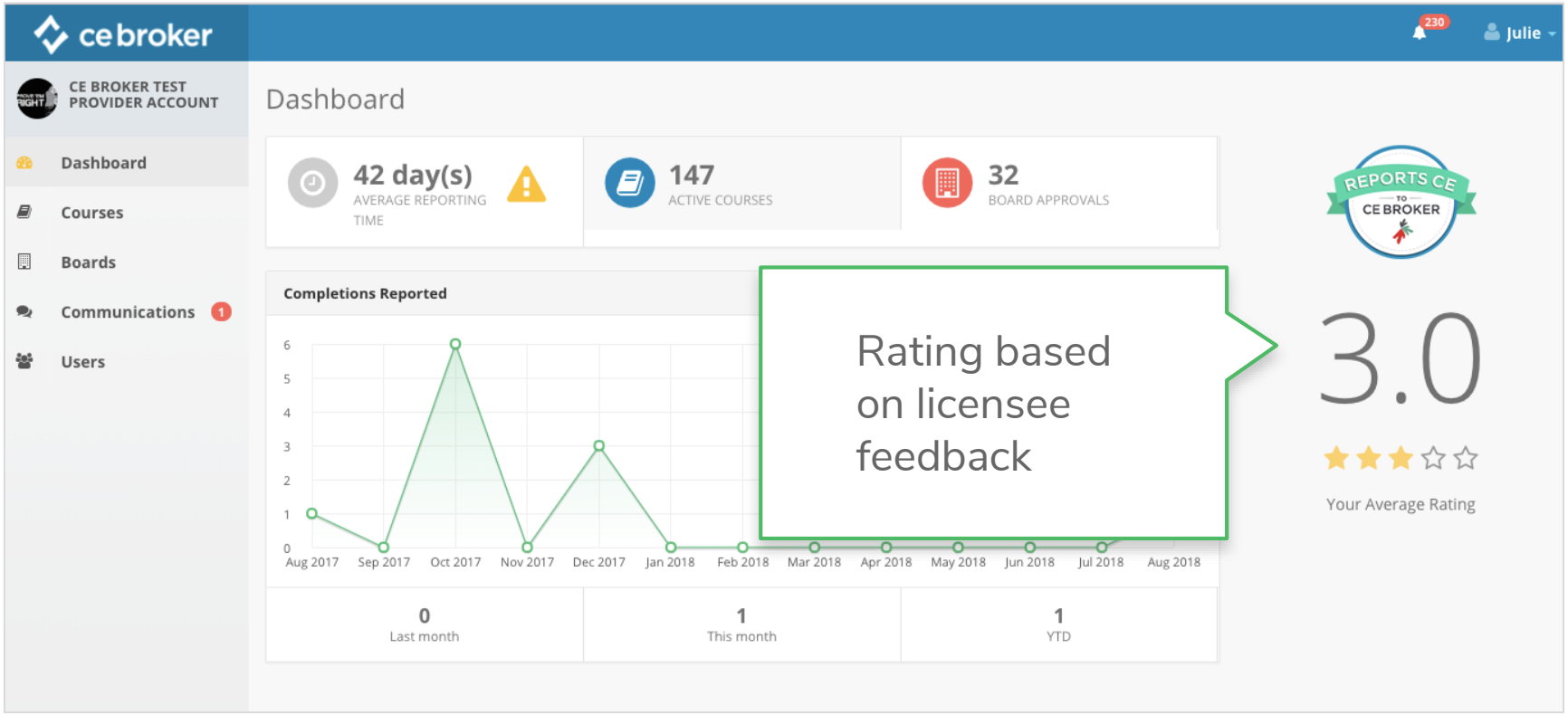
Dashboard | Breakdown



Dashboard | Breakdown

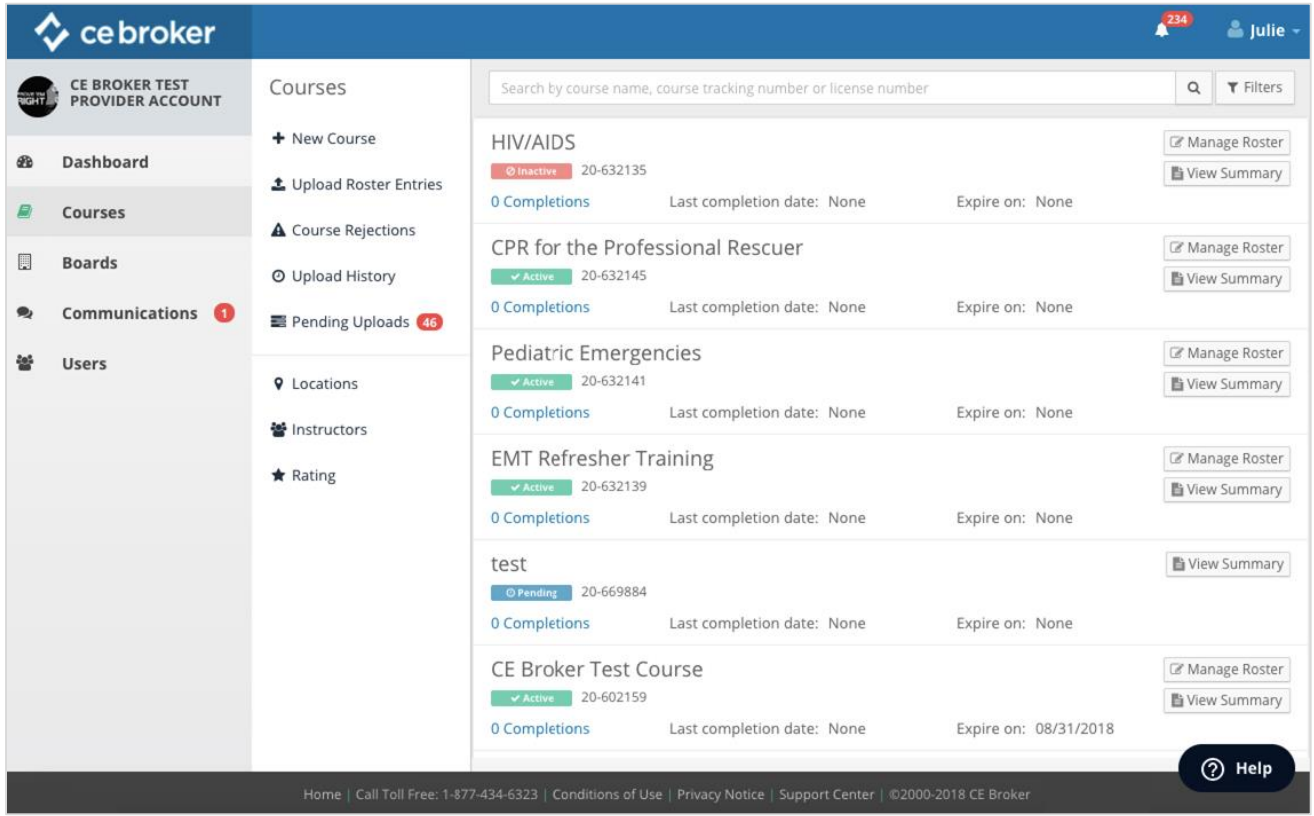


Dashboard | Breakdown



Courses

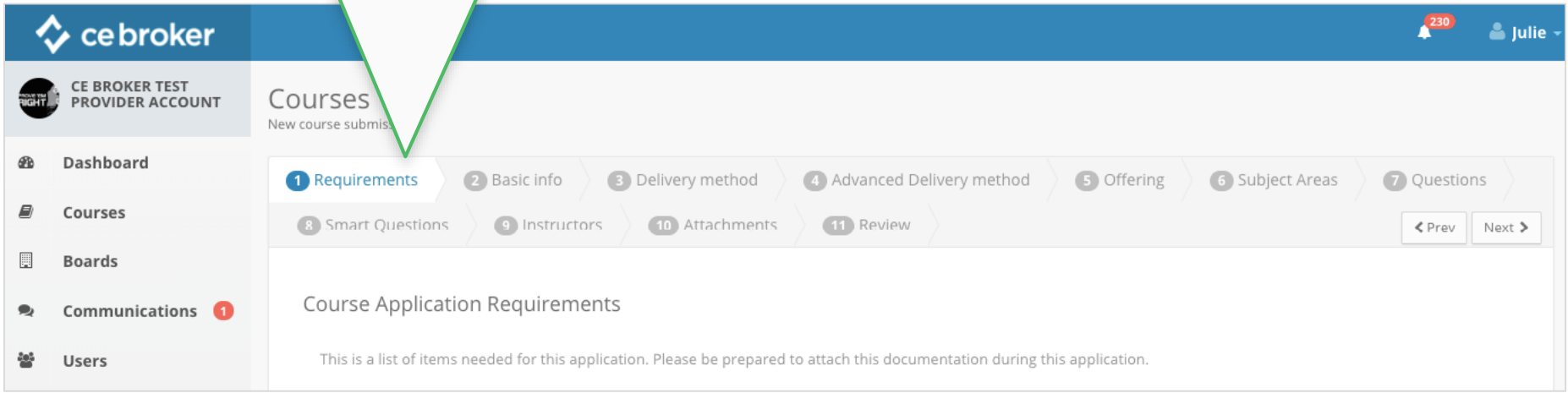
- Manage all course related functions
- Provides course detail, ie: status, course number, and number of completions
- Manage roster or view course summary



Courses | Course submission steps

1 | Requirements

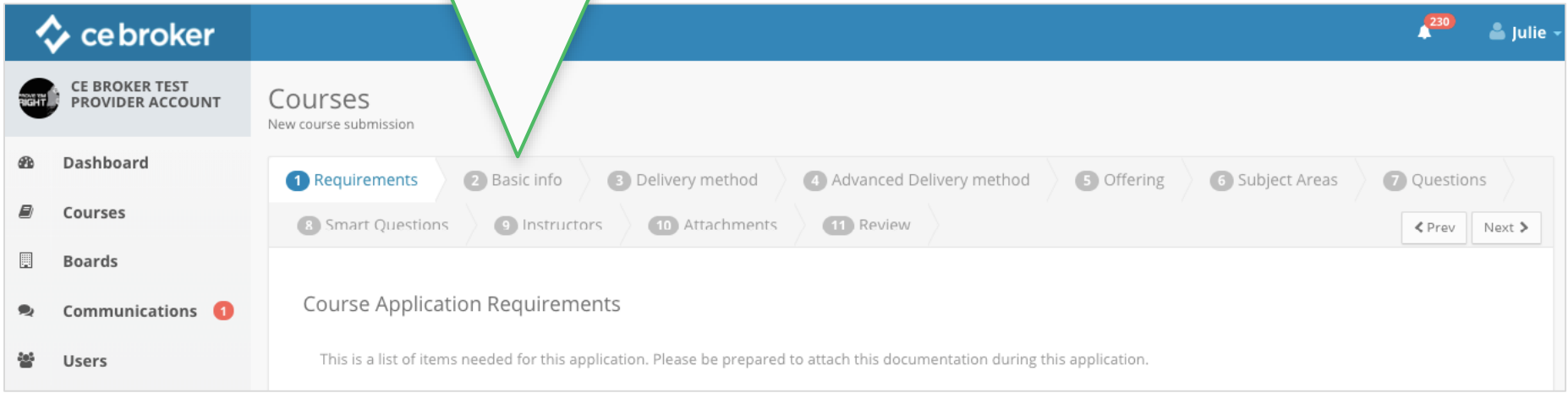
Review application requirements



Courses | Course submission steps

2 | Basic info

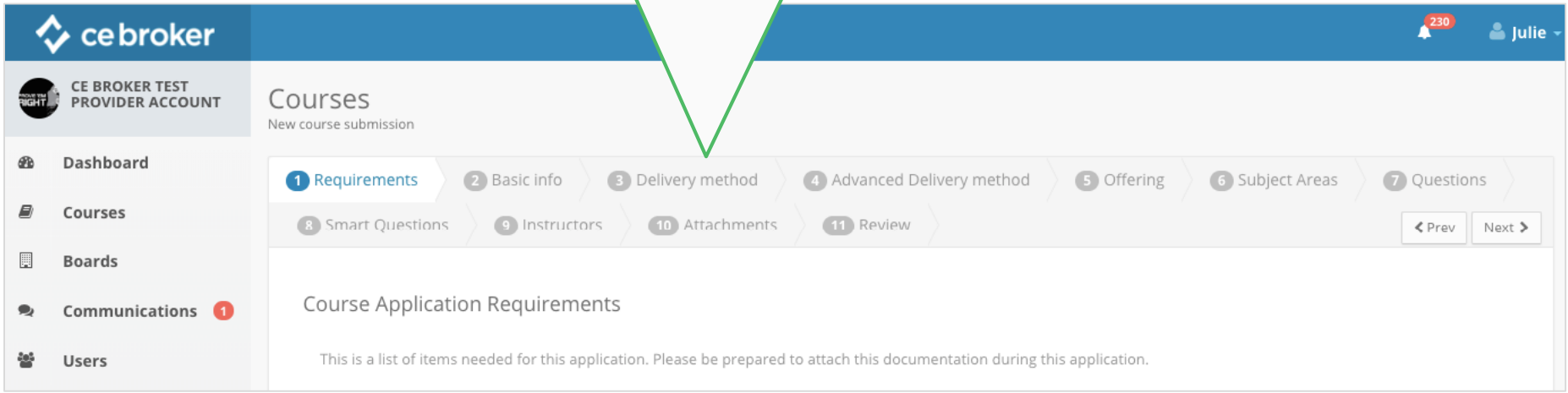
Course title, type, and description



Courses | Course submission steps

3 | Delivery method

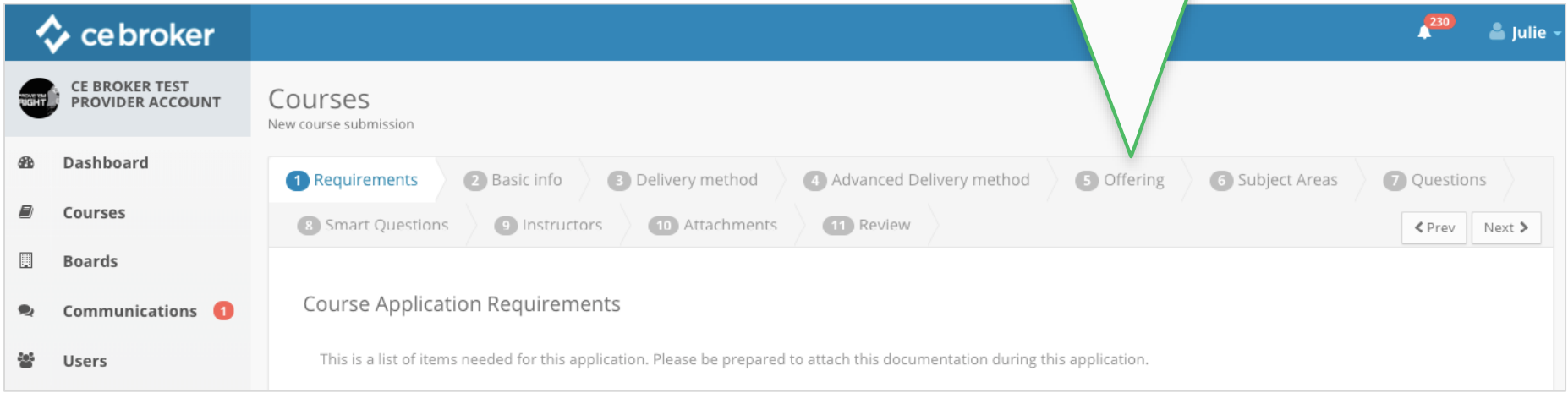
How course is delivered (live/anytime)



Courses | Course submission steps

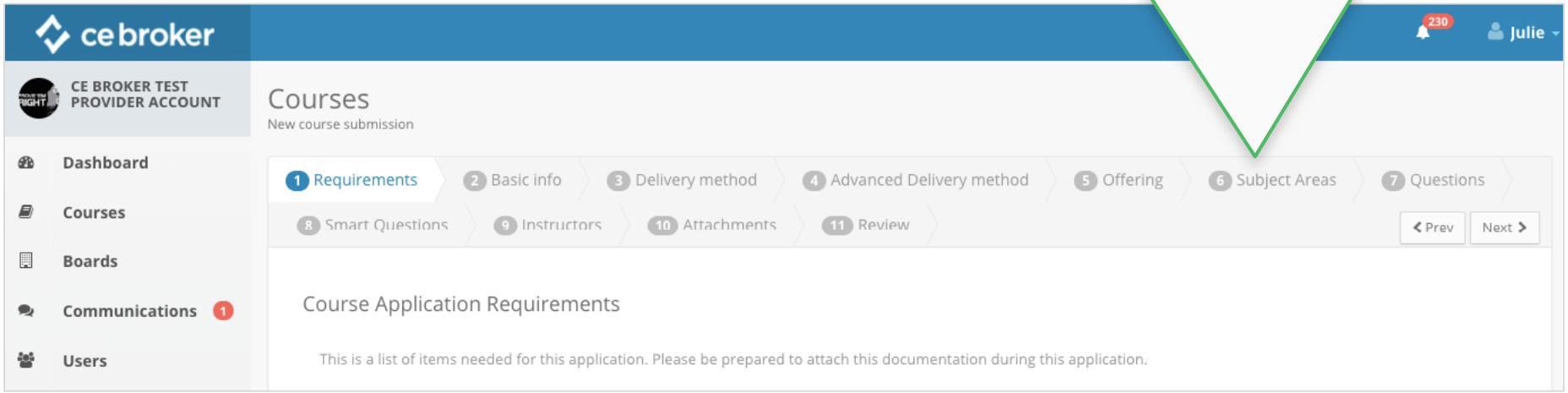
5 | Offering

Choose to advertise course



6 | Subject areas

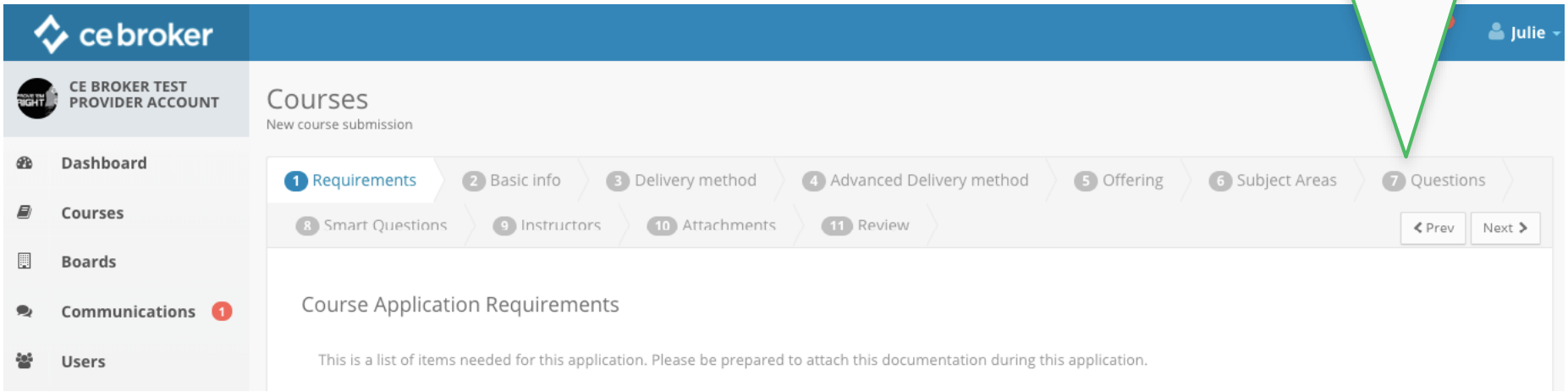
Add number of credit hours to applicable subject area



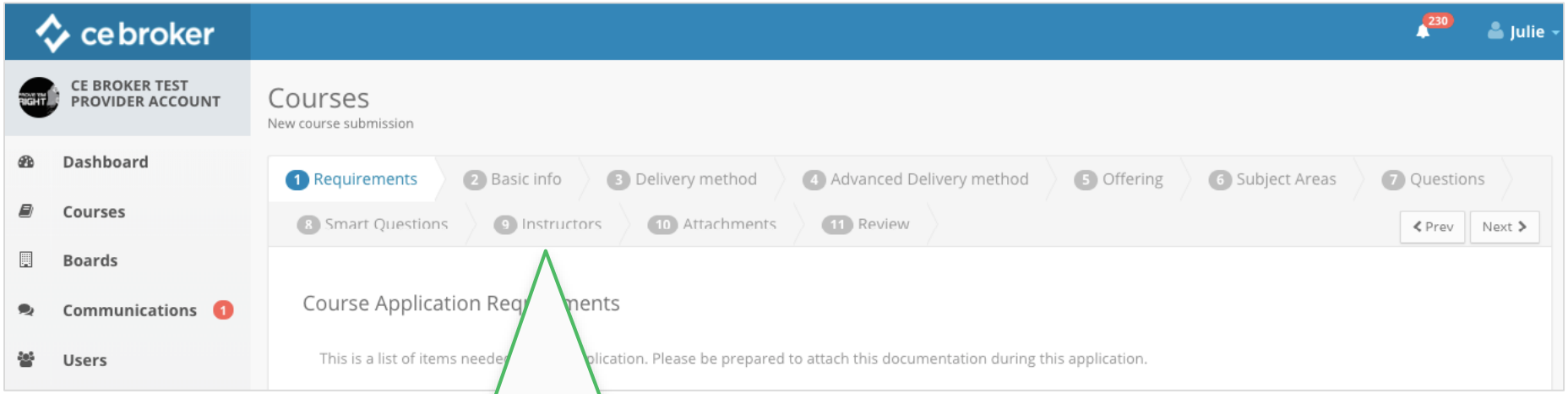
Courses | Course submission steps

7 | Questions

Board specific questions



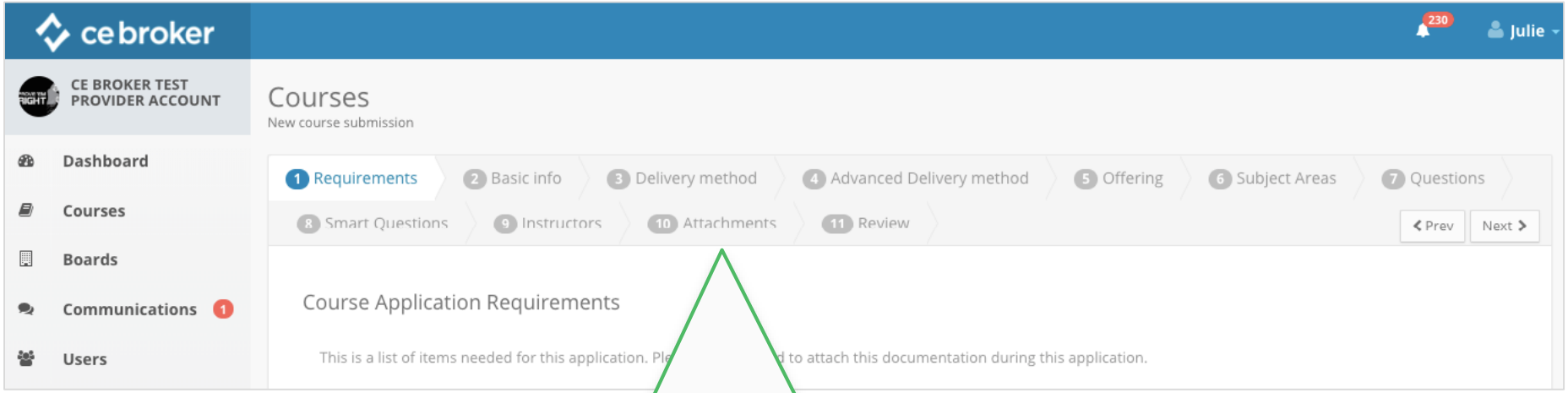
Courses | Course submission steps



9 | Instructors

Add course instructor

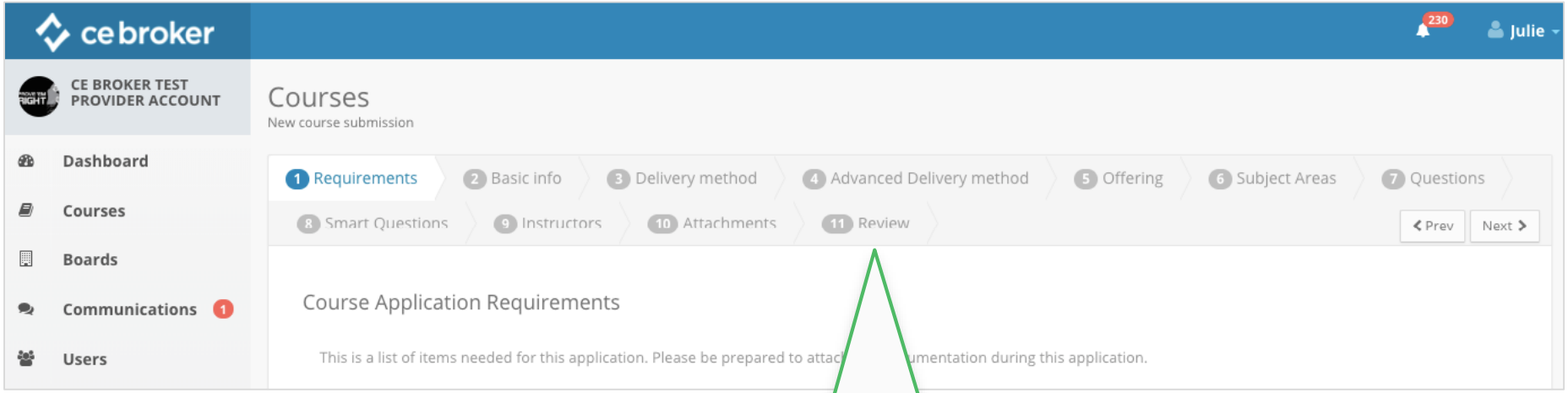
Courses | Course submission steps



10 | Attachments

Upload board required documents

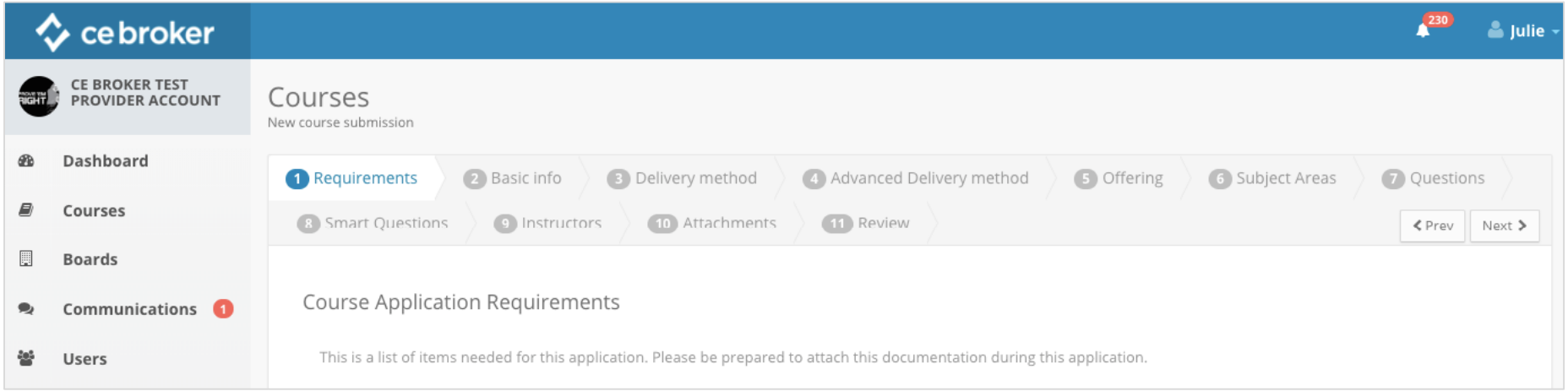
Courses | Course submission steps



11 | Review

Review and submit

Courses | Course submission steps

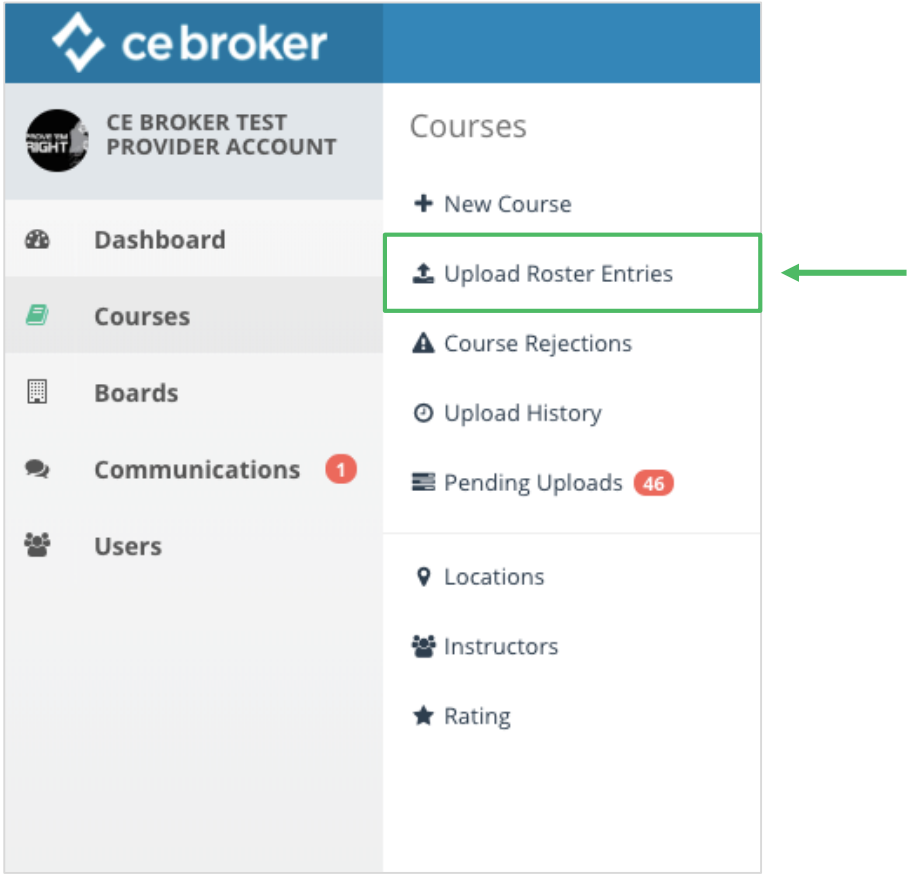


Pro tip

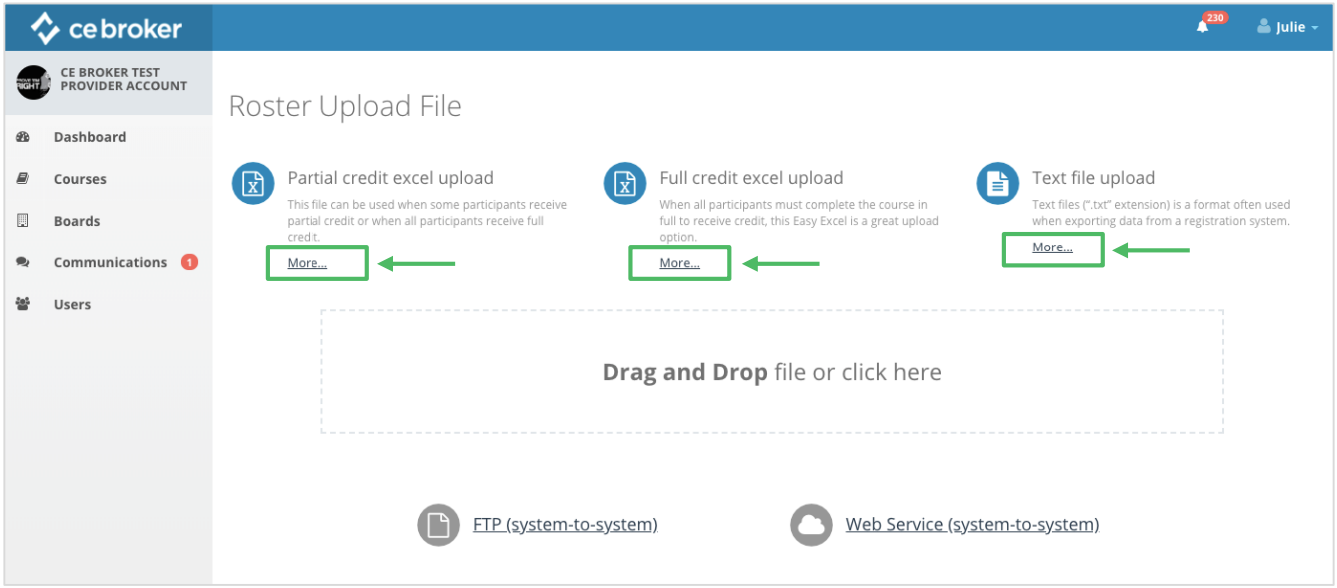
Providers will only see steps 7-10 if applicable

Upload Rosters

- The Provider Suite allows providers to upload rosters in a variety of ways



Upload rosters | Setup options

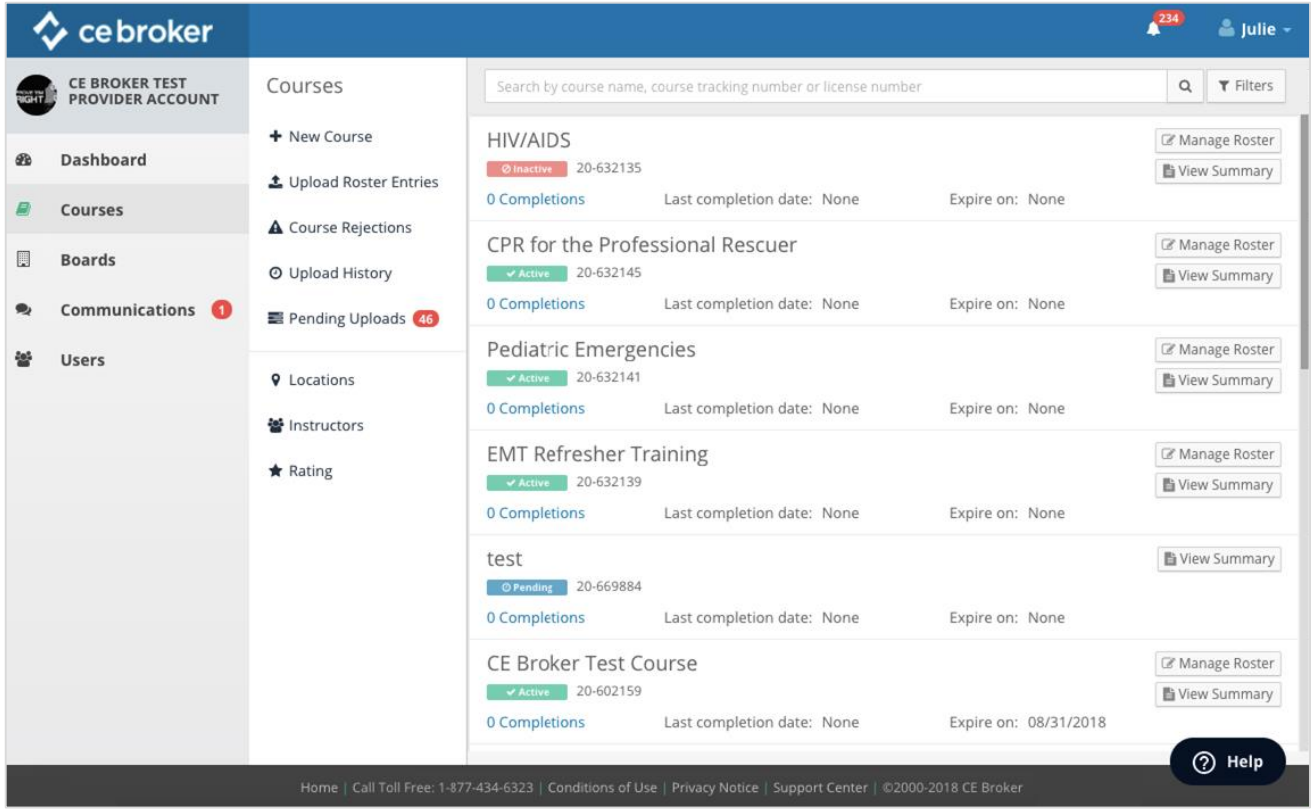


Pro tip

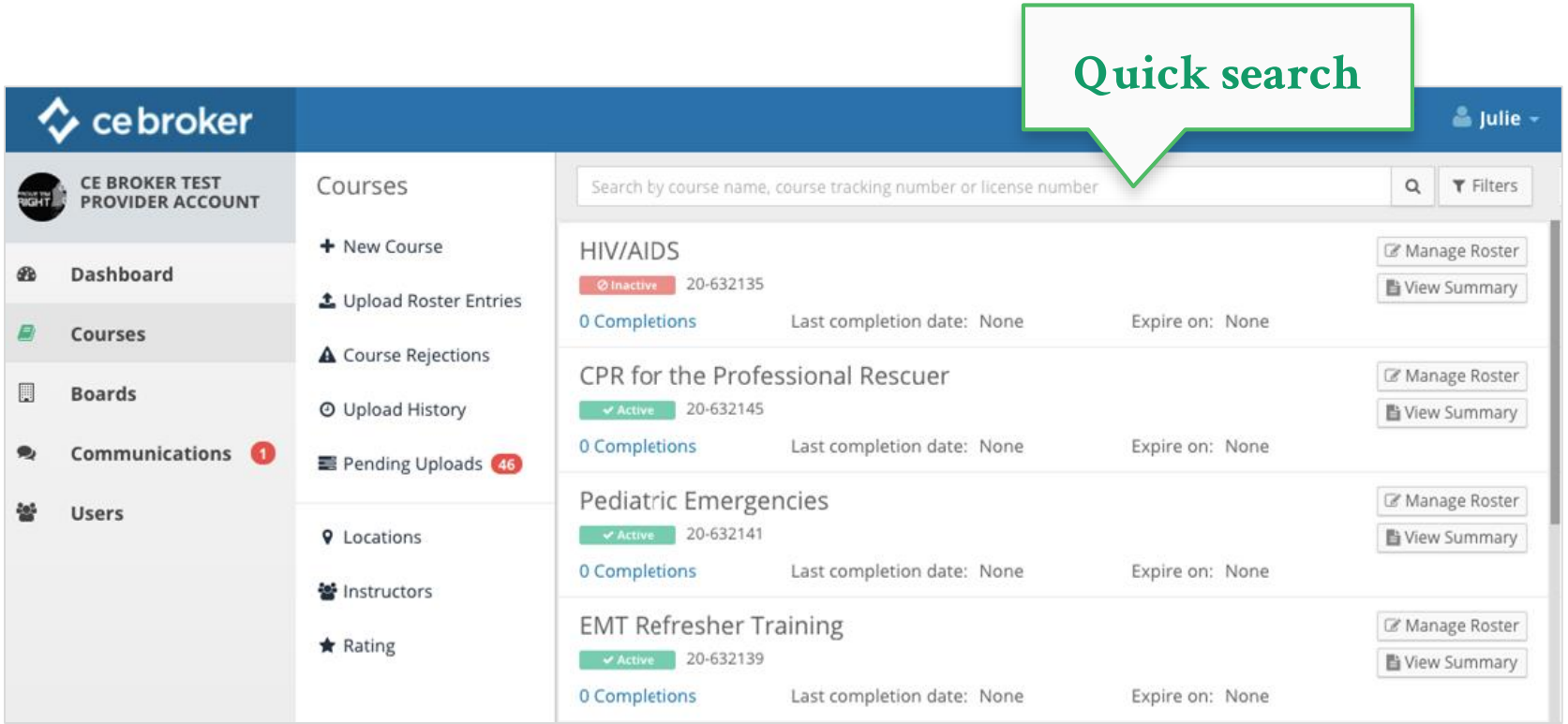
Click “More” for an explanation on how to set up each file option

Courses

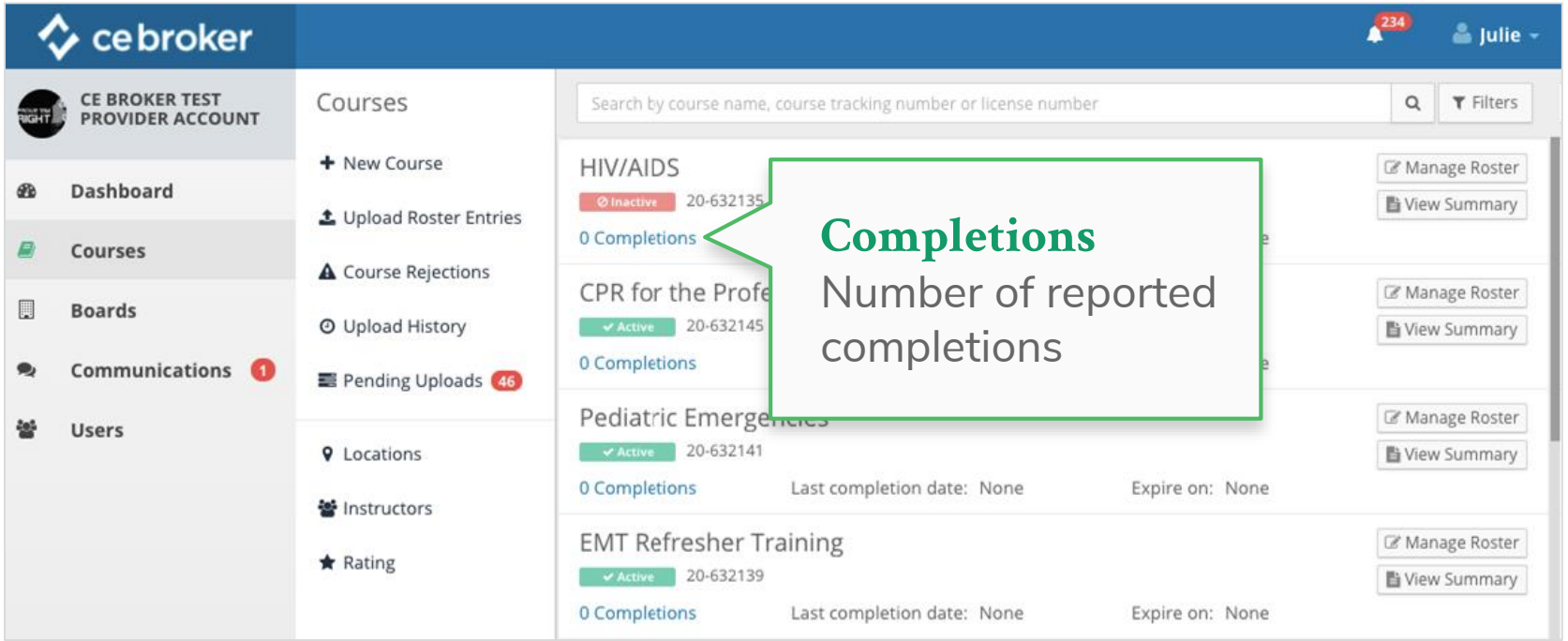
- Review the performance and status of courses
- Manage course rosters
- Upload new courses for board approval



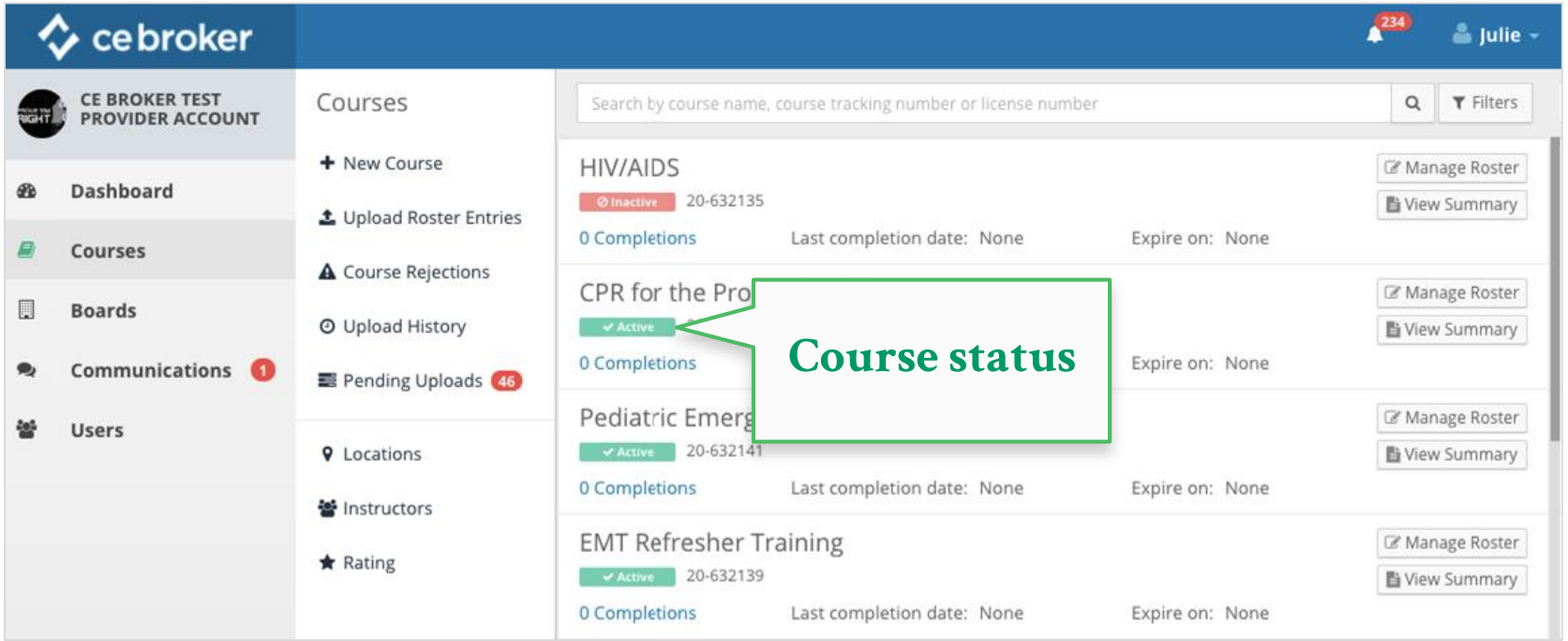
Course details | Breakdown



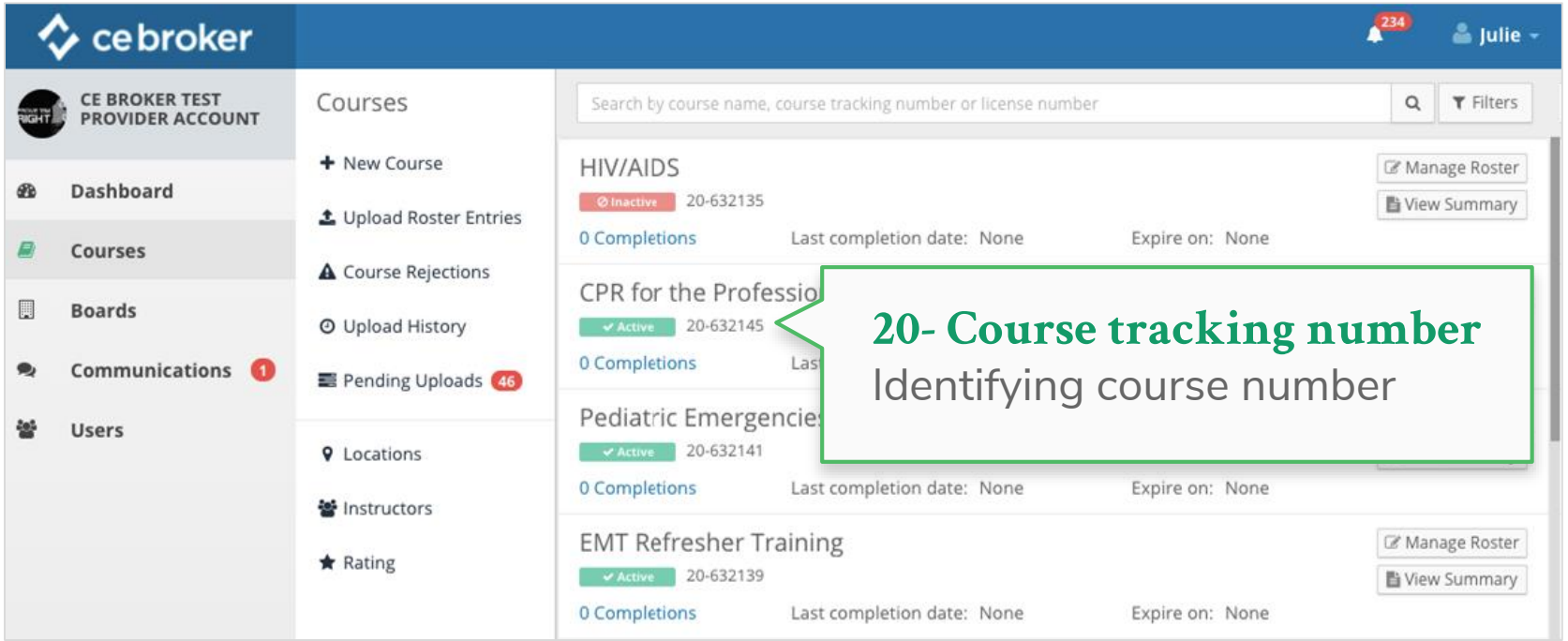
Course details | Breakdown



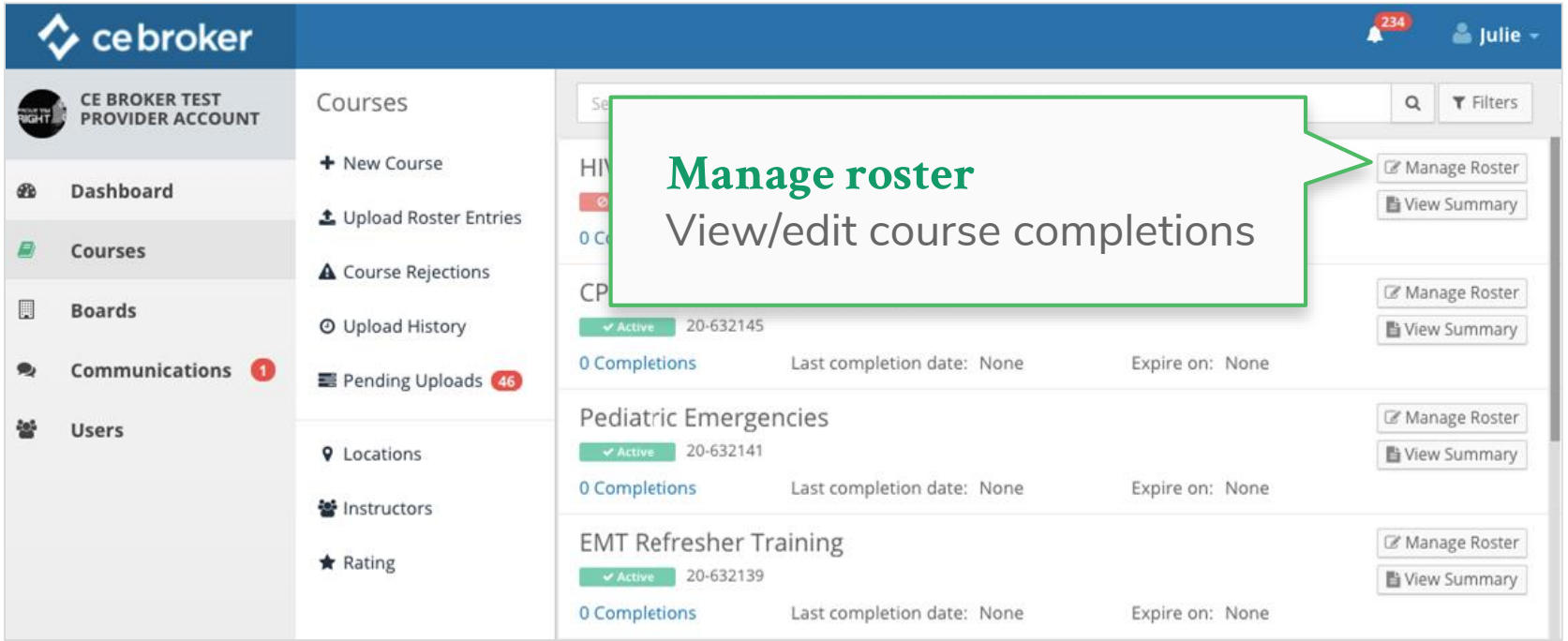
Course details | Breakdown



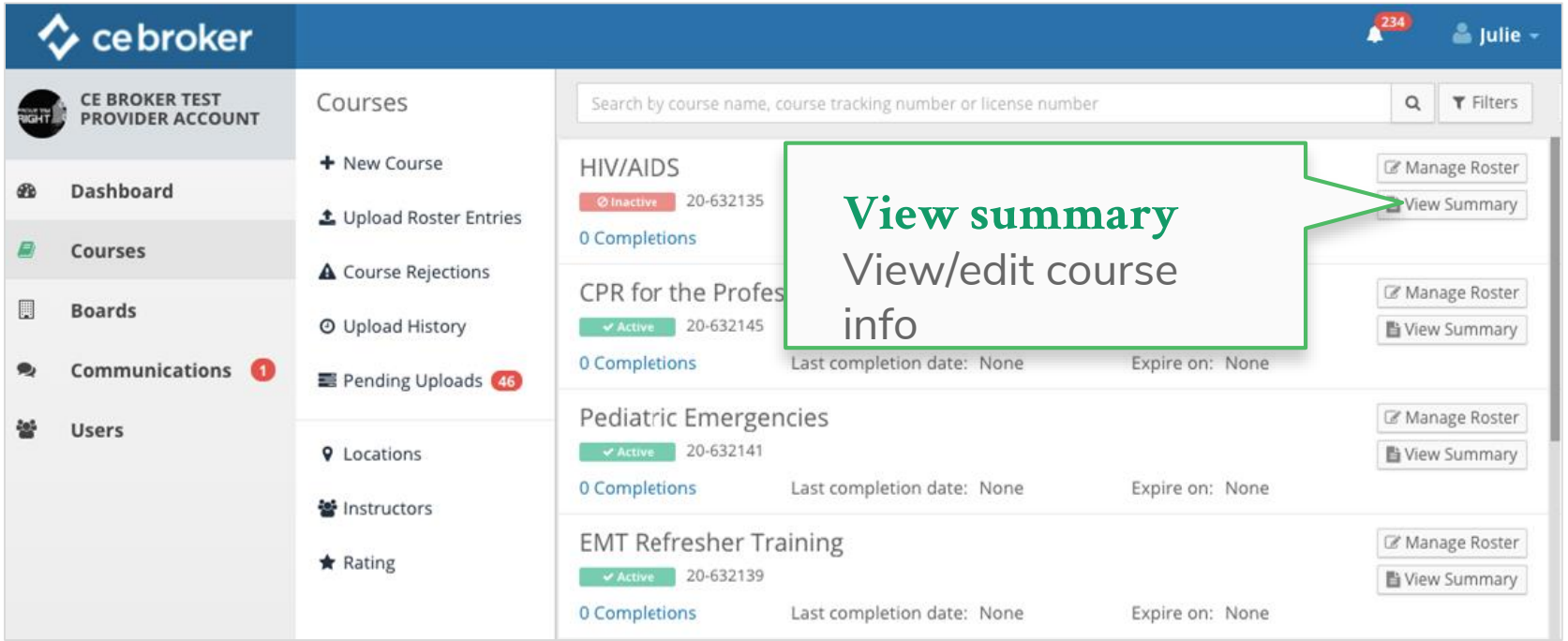
Course details | Breakdown



Course details | Breakdown

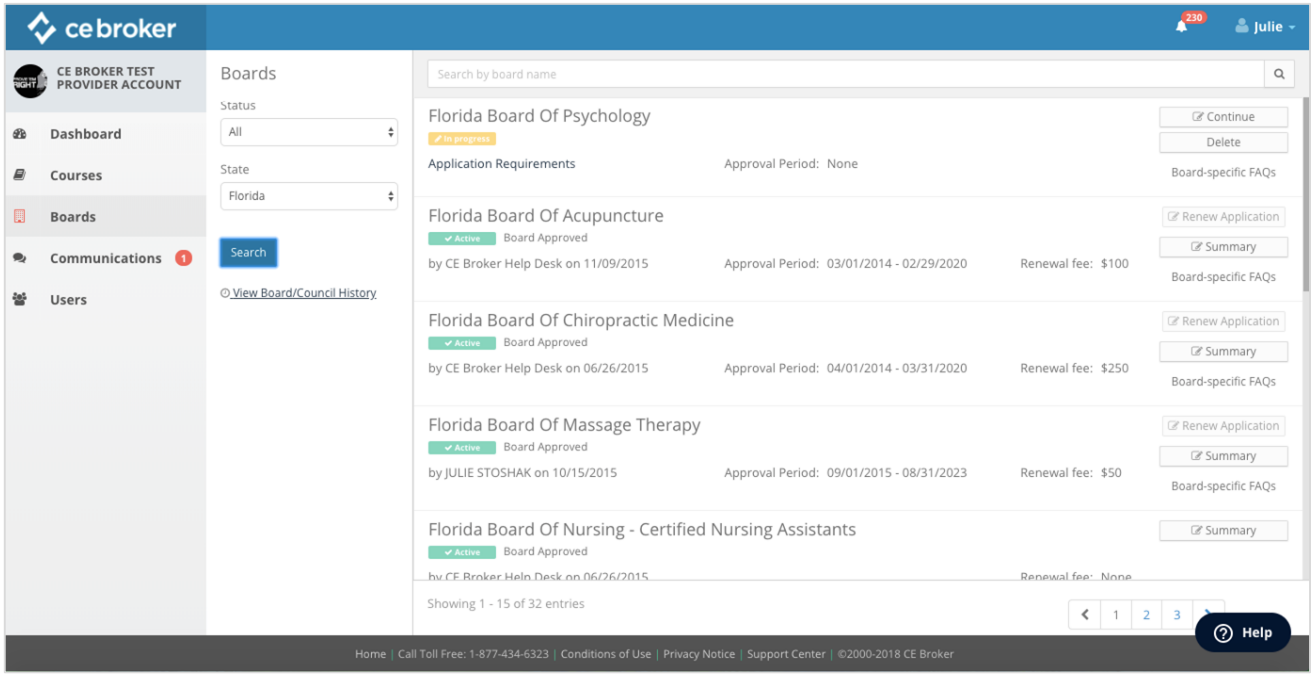


Course details | Breakdown

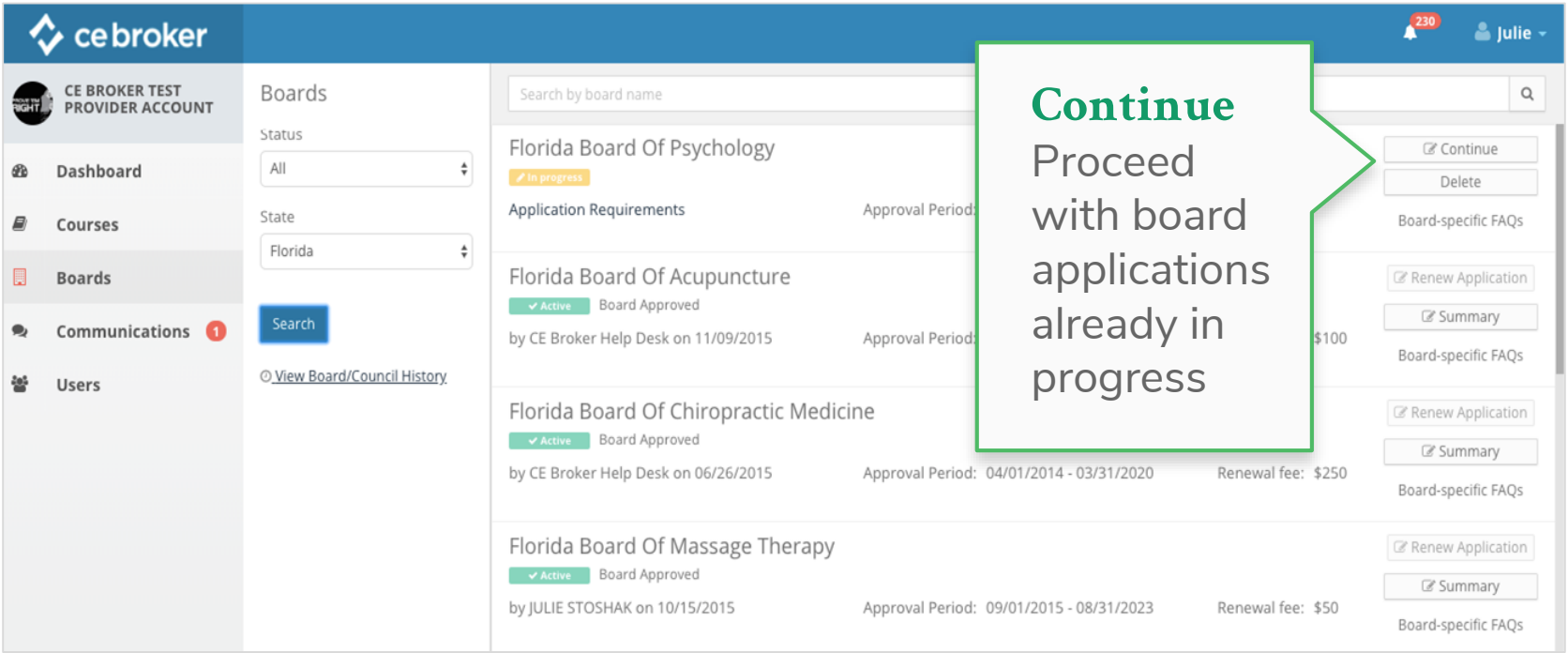


Boards

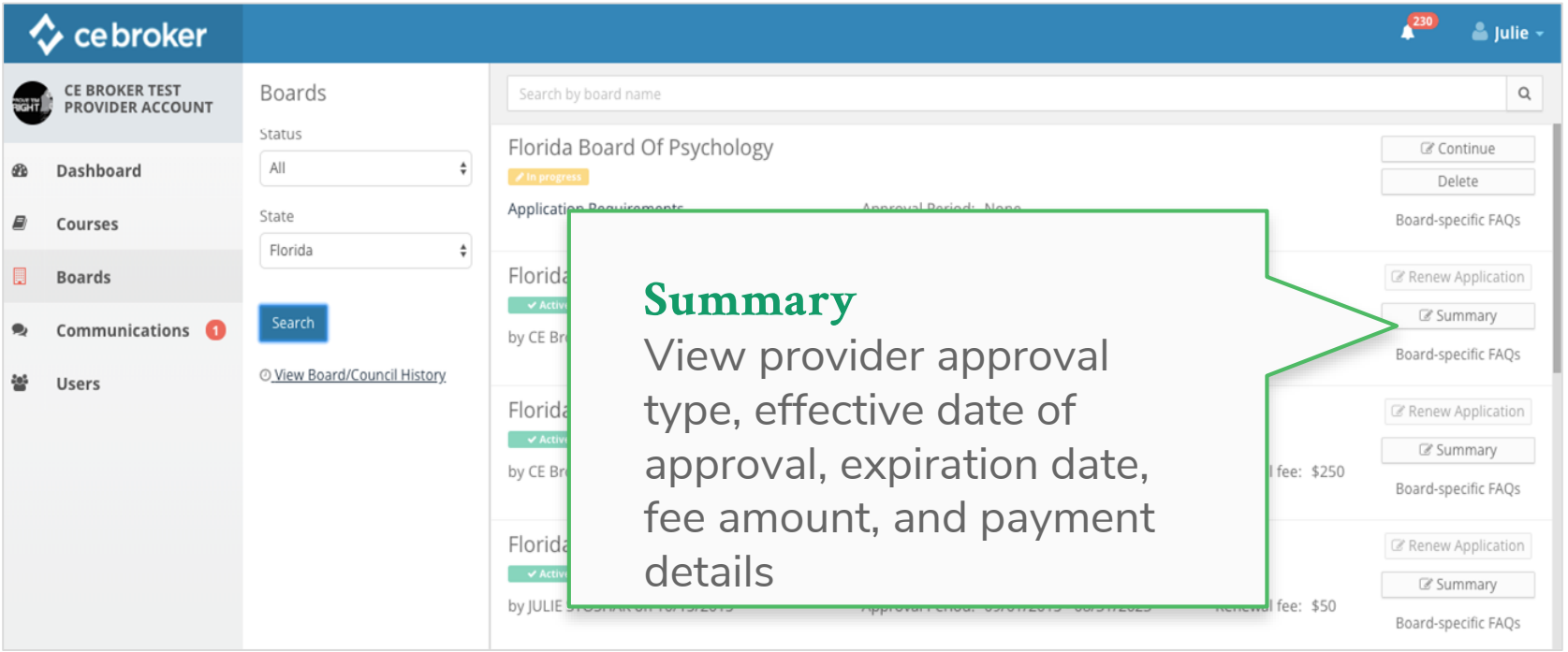
- View the status of all your board approvals, renew applications, and pay renewal fees all in one place.



Board Details | Breakdown

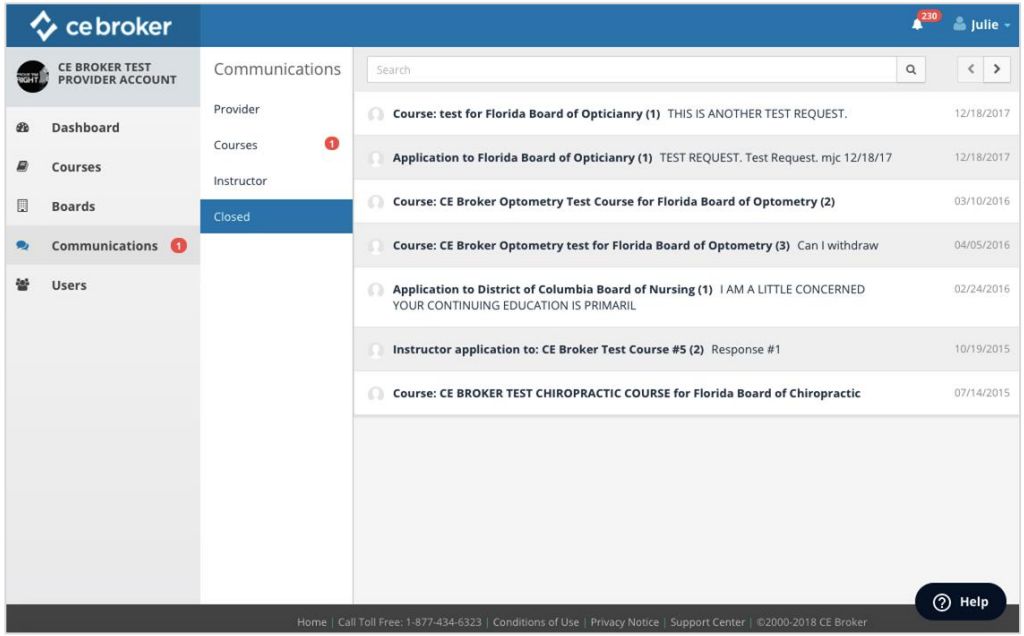


Board Details | Breakdown

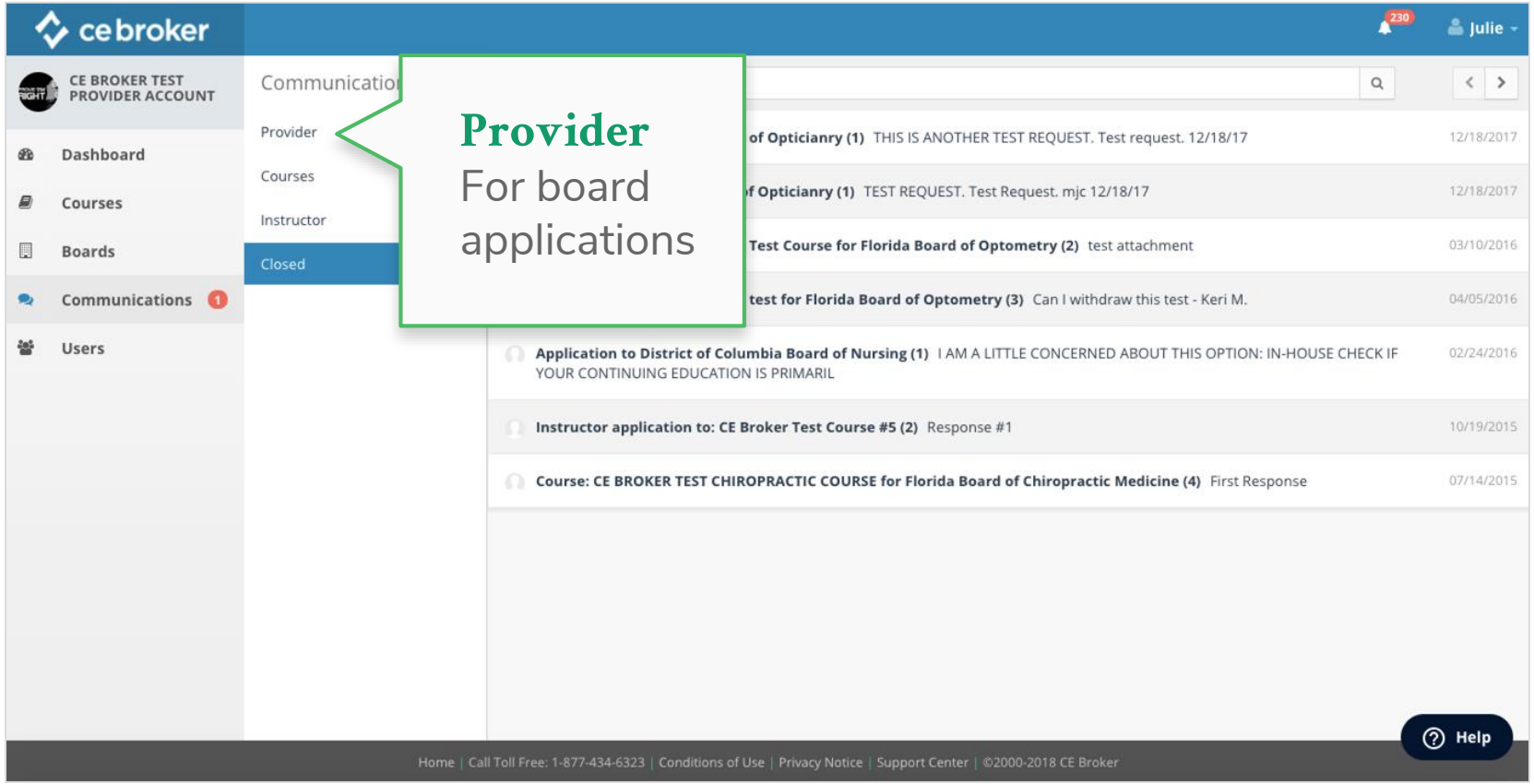


Communications

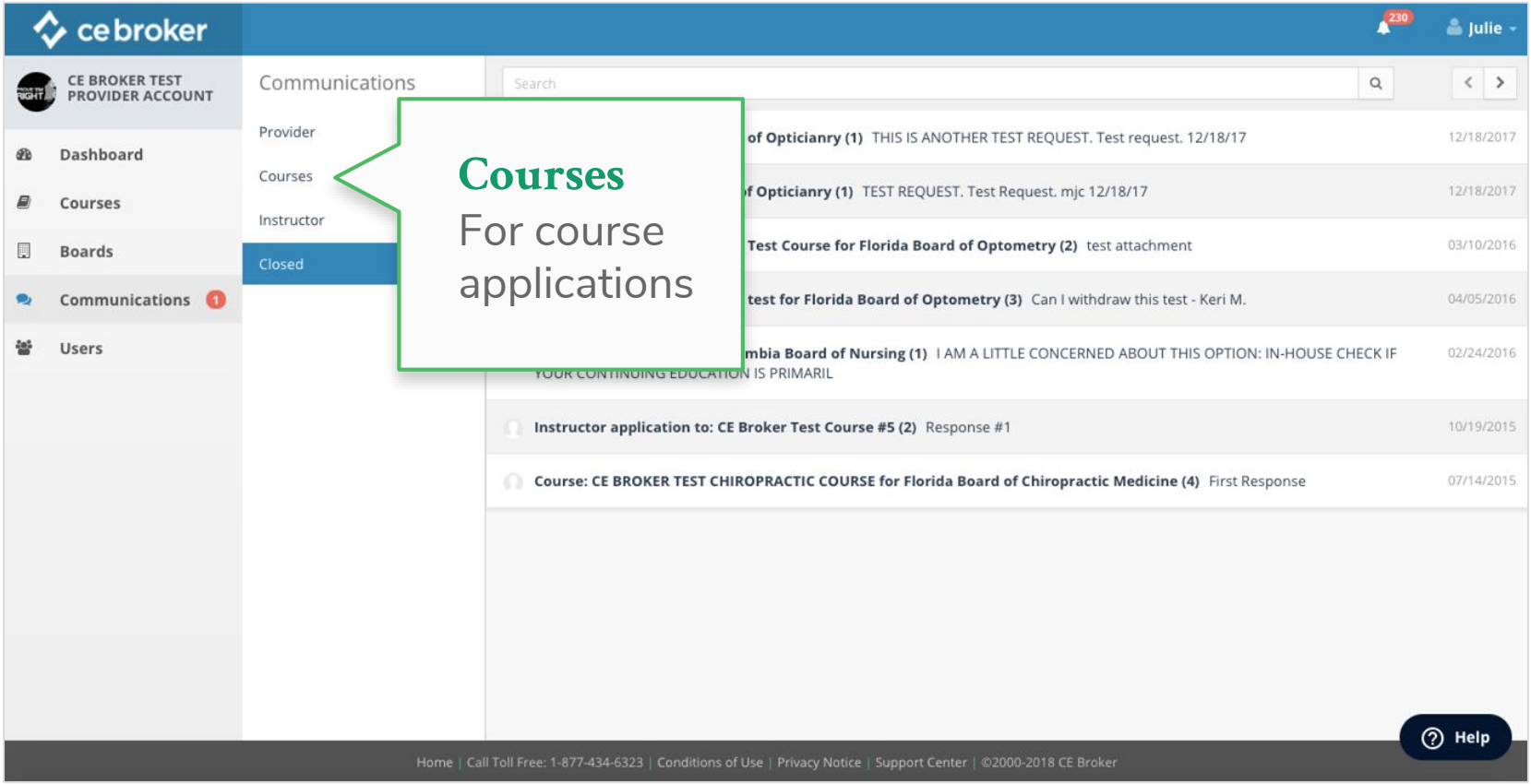
- Manage application notifications between system users, instructors, and boards.



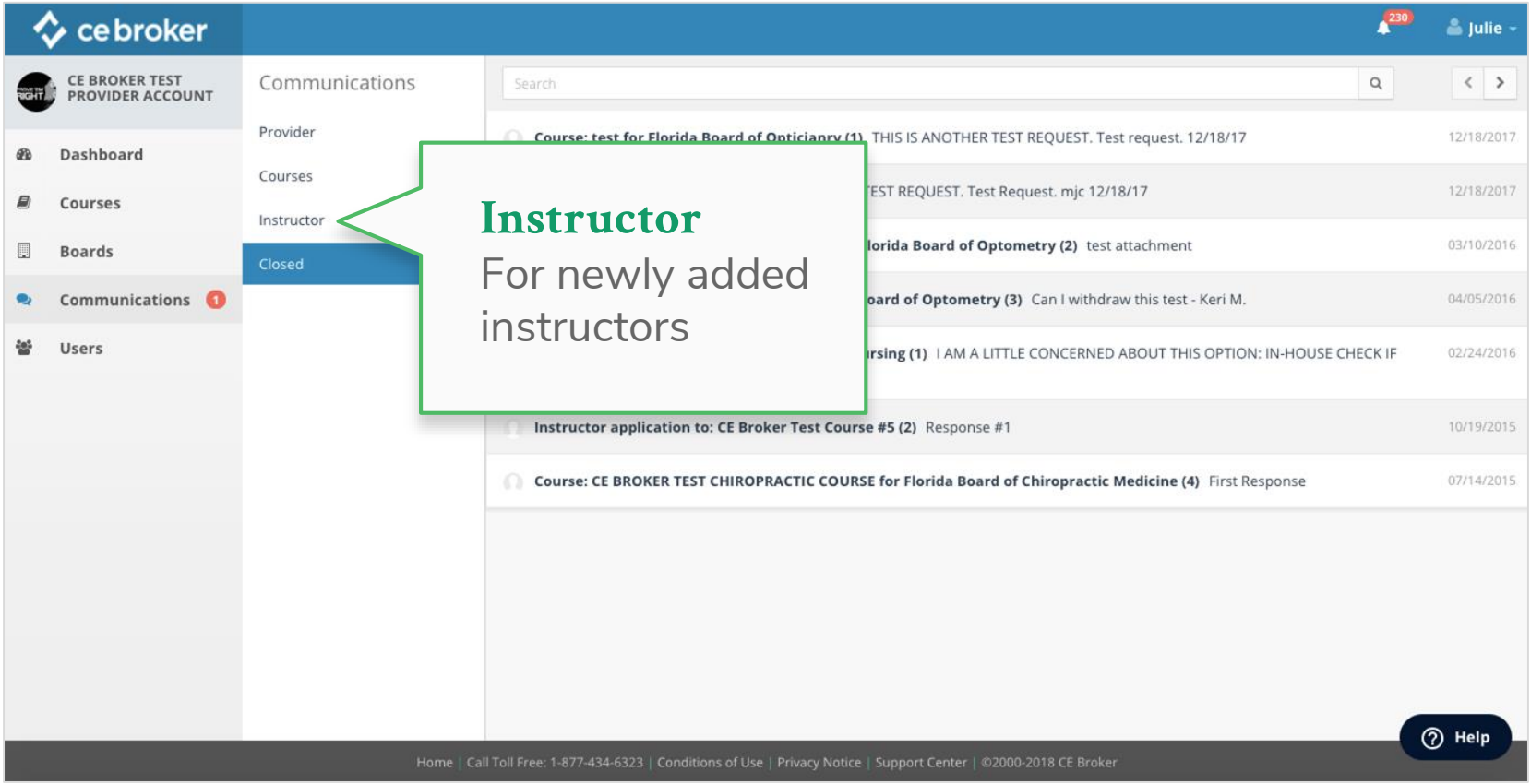
Communications Details | Breakdown



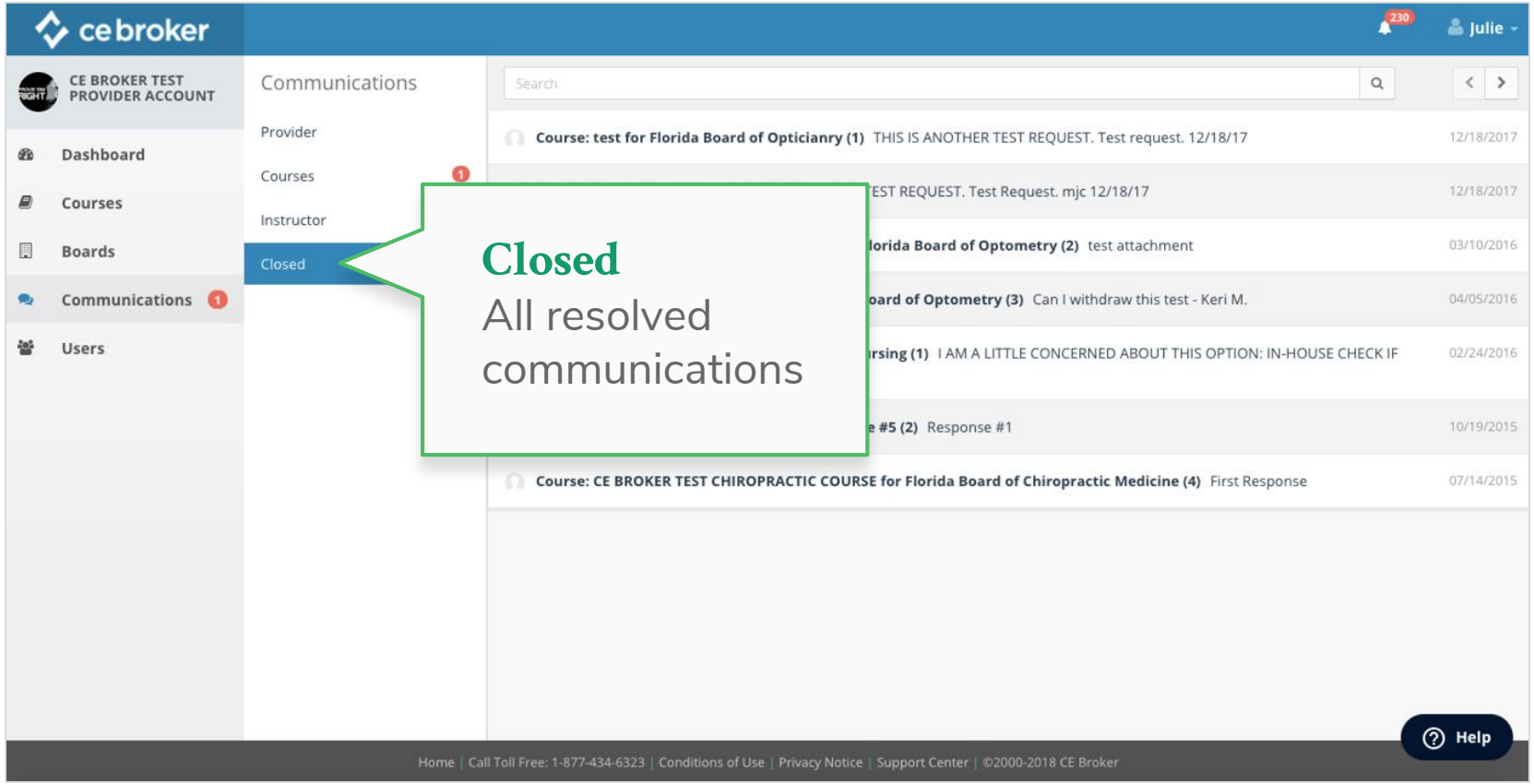
Communications Details | Breakdown



Communications Details | Breakdown

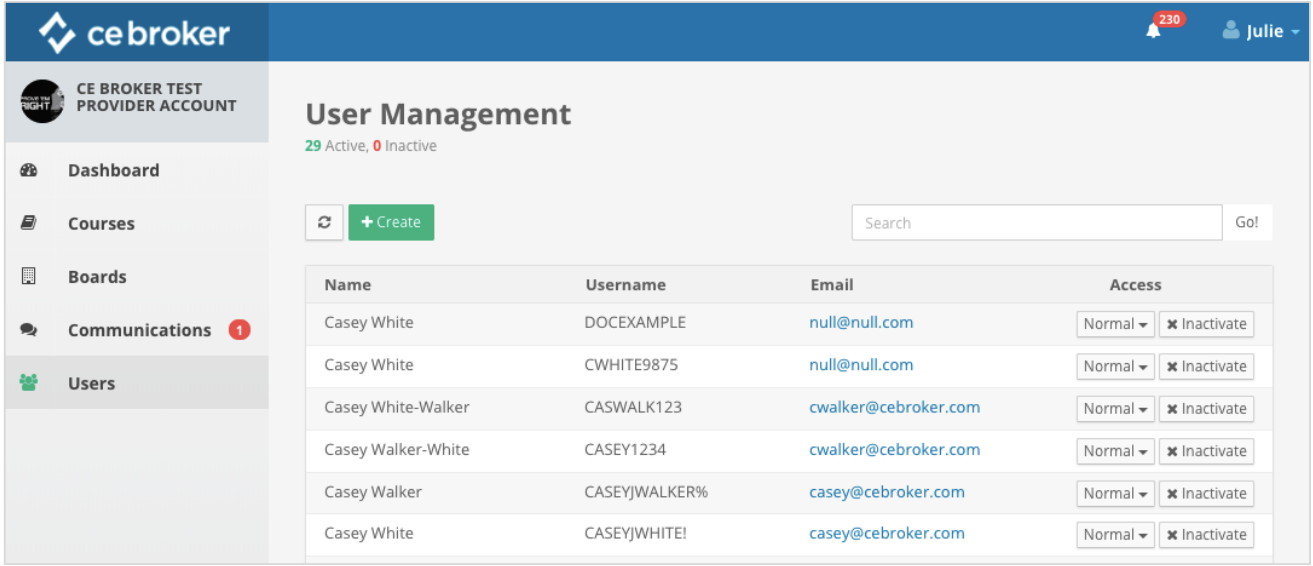


Communications Details | Breakdown

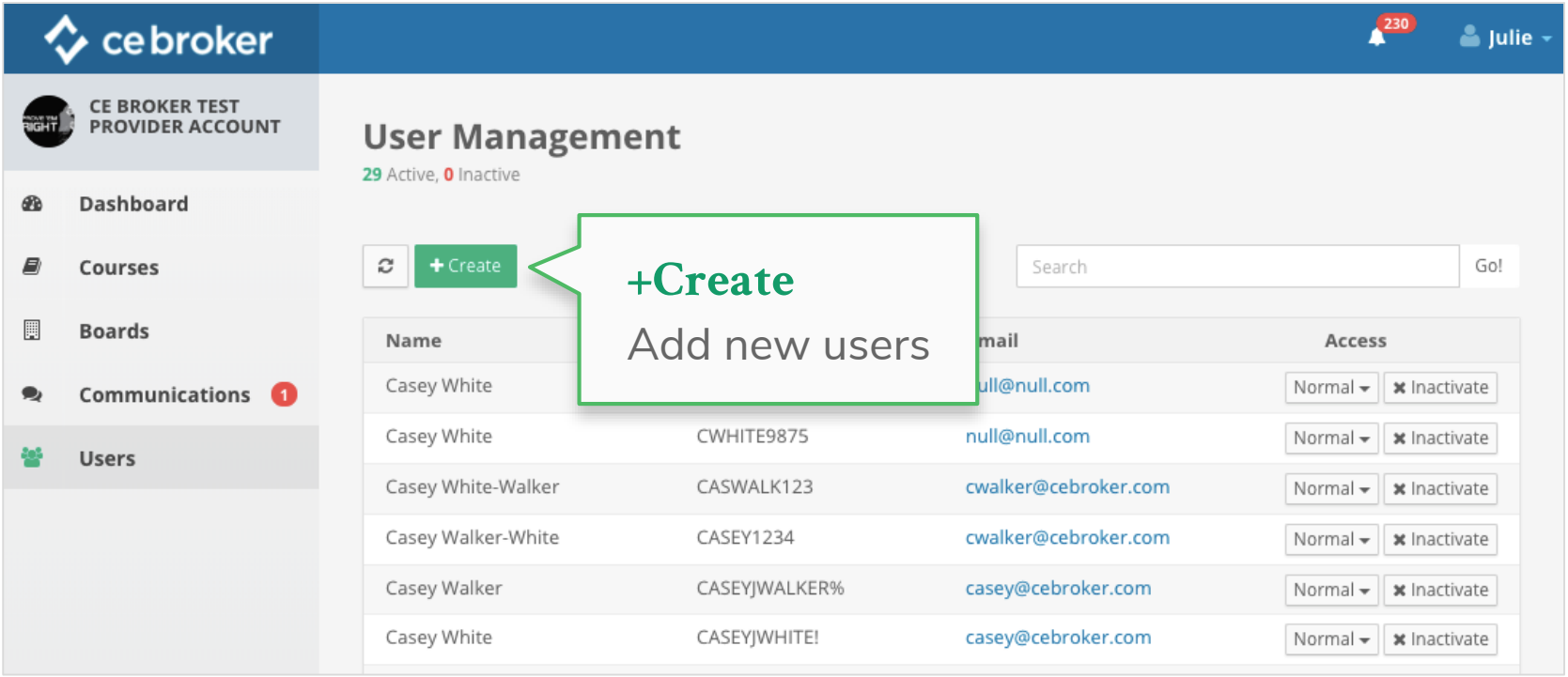


Users

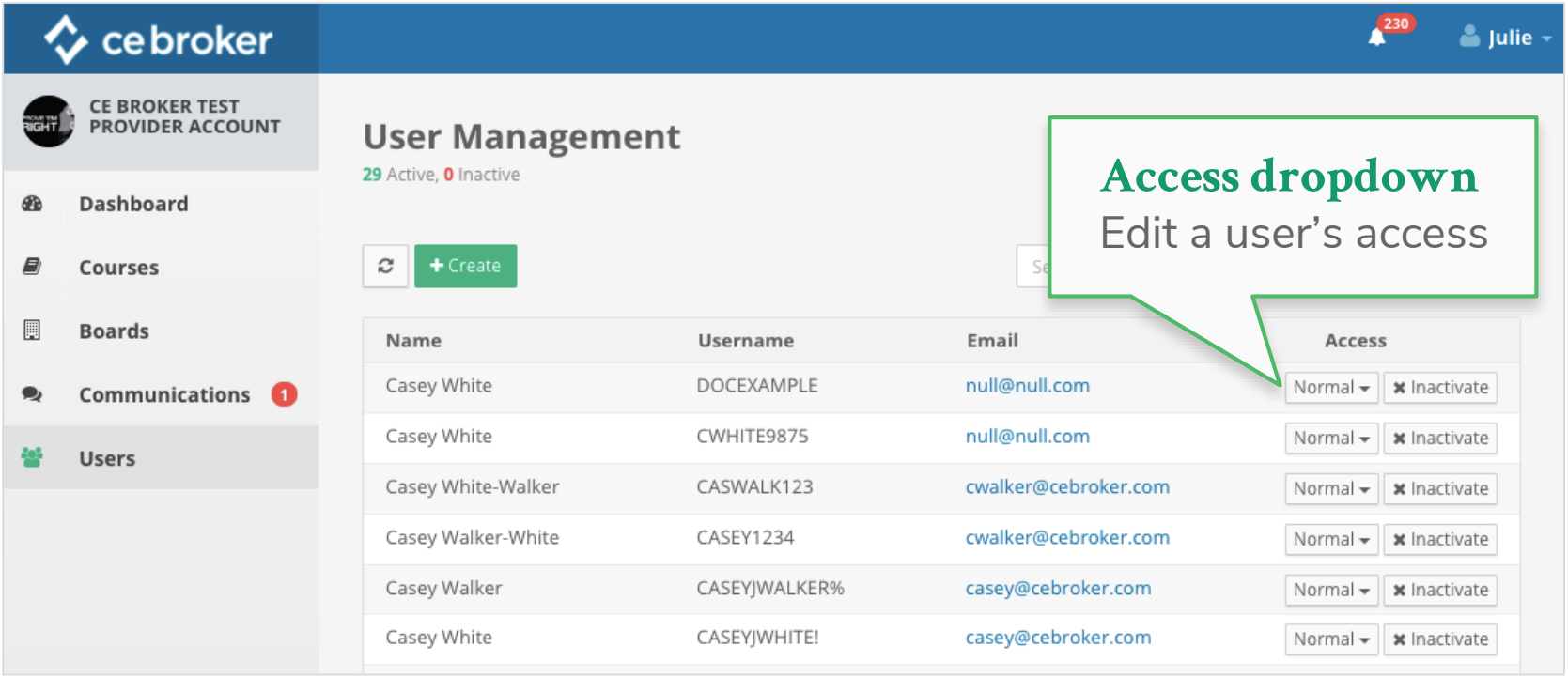
- Manage all users and their access levels



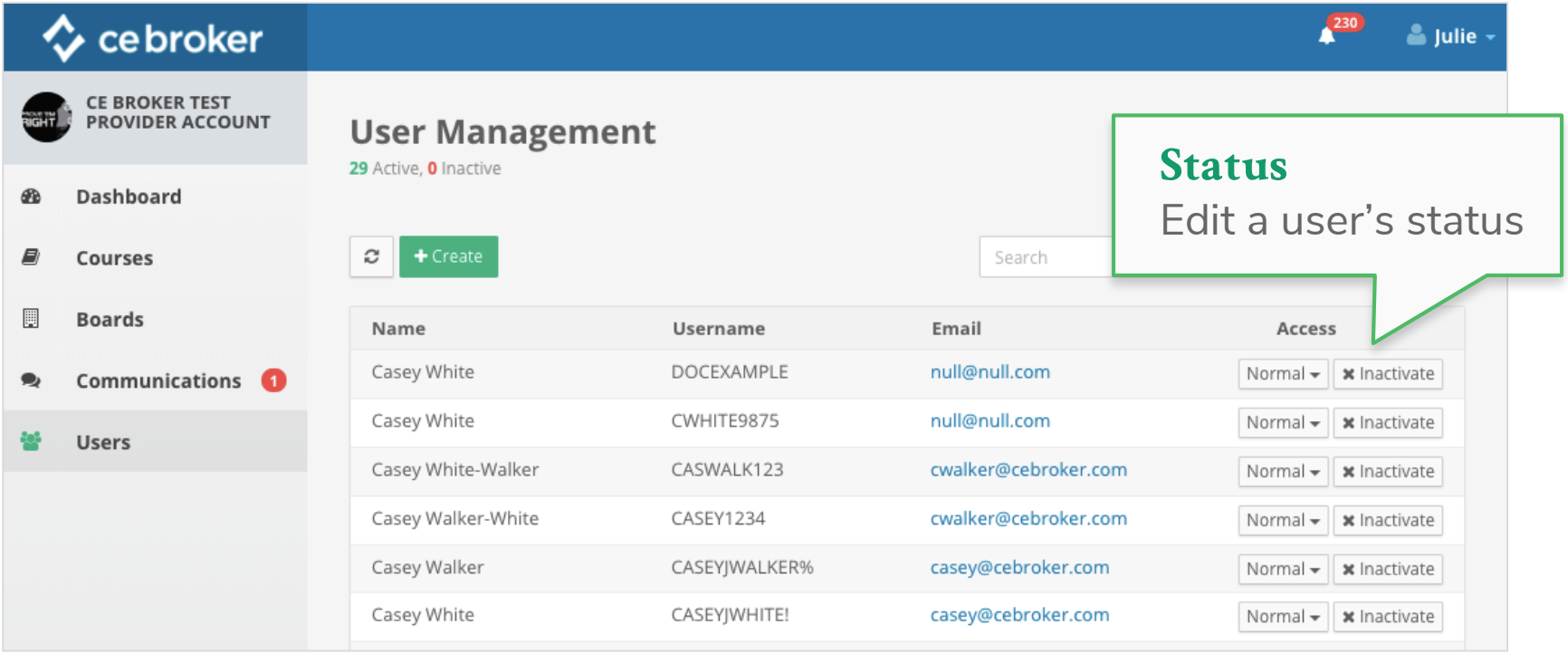
Users Details | Breakdown



Users Details | Breakdown



Users Details | Breakdown



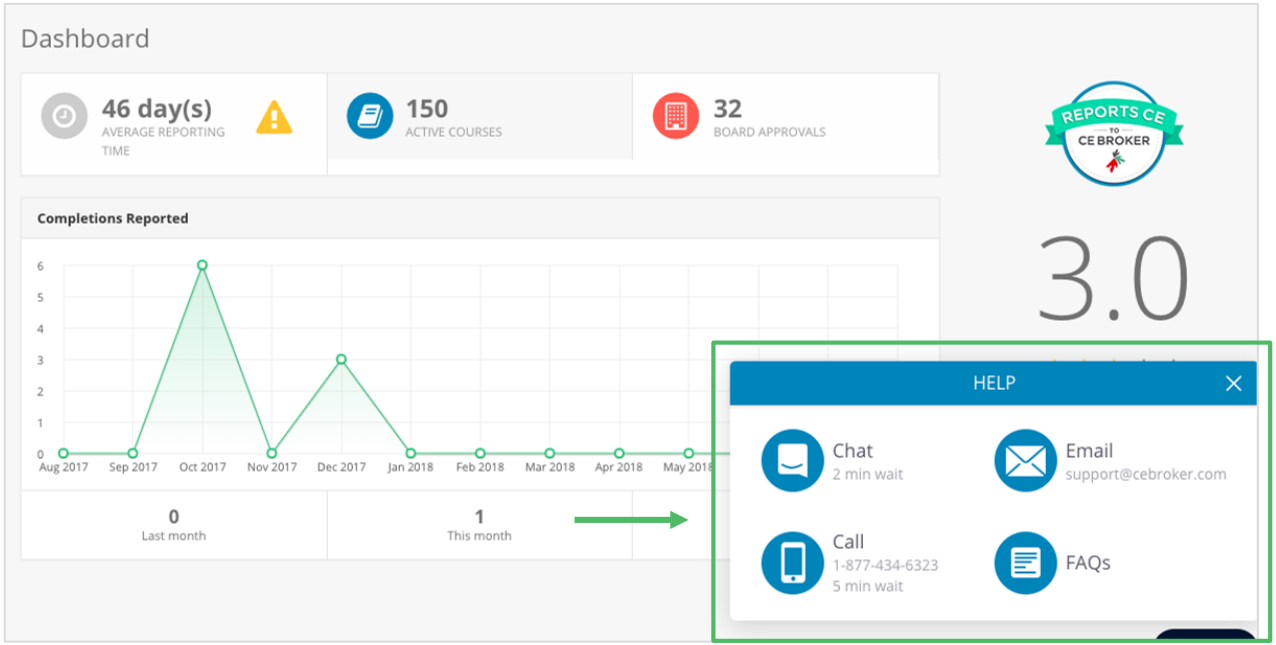
Need Help?

- Call, email, or chat with us online!

  Our CE Experts are available Mon - Fri, 8am - 8pm EST.

  For quick answers to the most common questions click FAQs or visit:

  https://help.cebroker.com/for-providers



Questions?

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Thank you